



edison community college
1975-76





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GENERAL CATALOG

Edison Community College

College Parkway
Fort Myers, Florida 33901

Service to
Charlotte, Collier and Lee Counties

1975-1976
Volume Fourteen

1975

1976

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Programs, activities and facilities of Edison Community College are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age or national origin. The college is an affirmative action Equal Opportunity Employer.

COLLEGE CALENDAR

1975-76

SESSION I

July 1	Last day for new students to apply for full-time admission for Session I. Testing BY APPOINTMENT for new full-time students, Session I. Last day for pre-registered students to pay their fees for Session I.
July 7	Late testing for full-time students, 9:00 A.M., Room B-101. Orientation and advisement for new full-time students, Session I. Advisement for returning full-time students by appointment. Registration for new full-time students, returning full-time students, and part-time and evening students, 9:00 A.M.-4:00 P.M. LAST DAY TO APPLY FOR GRADUATION AT END OF SESSION I. Last day to receive 100% refund of fees.
July 8	Classes begin.
July 10	Last day to change program of classes. Last day to enter classes. Last day to receive 75% refund as stated in Catalog.
July 29	Mid-session Examinations.
August 1	Advisory grades due from instructors.
August 22-25	Final Examinations.
August 25	Last date to remove an "Incomplete" from Session IV.
August 26	Final grades due from instructors. Tuesday, 1:00 P.M., end of Session I.

SESSION II

August 1-29	Testing, orientation, advisement, registration of all full-time students BY APPOINTMENT, Room E-103
August 15	Last day for pre-registered students to pay their fees for Session II.
August 22	Last date for new students to apply for full-time admission for Session II.
August 27	Faculty orientation, 9:00 A.M., Room E-103. (College offices closed)
August 28	Late testing for full-time students, 9:00 A.M., Room B-101. Registration for part-time and evening students who have not already pre-registered, 6:30 P.M.-8:30 P.M. Open registration BY APPOINTMENT for new and returning students and part-time and evening students, 9:00 A.M.-4:00 P.M.
August 29	Last day to receive 100% refund on fees. LAST DAY TO APPLY FOR GRADUATION AT END OF SESSION II.
September 1	Labor Day — (holiday)
September 2	Classes begin for Session II.
September 8	Last day to change program of classes. Last day to enter classes. Last day to receive 75% refund as stated in Catalog.
September 11	Fall Convocation (11:00 A.M.) — all faculty and students required to attend.
October 14-16	Mid-session Examinations.
October 17	Advisory grades due from instructors.
October 27	Last date to remove an "Incomplete" from Session I
November 26	Wednesday, 10:00 P.M., Thanksgiving recess begins.
December 1	Monday, 7:00 A.M., classes resume. Advising by appointment for Session III begins (full-time and part-time students).
December 8-10	Final examinations for graduating sophomores.
December 12	Final grades due from instructors for graduating sophomores, Friday, 5 P.M.
December 15-18	Final Examinations.
December 19	Final grades due from instructors. Graduation 12 noon, E 103. Friday, 1:00 P.M., end of Session II.

SESSION III

December 16	Testing BY APPOINTMENT for new full-time students, Session III, B-101. Last day for new students to apply for full-time admission, Session III.
December 19	Last day for pre-registered students to pay their fees for Session III.
January 5	Advisement and registration for returning students by appointment. Late testing by appointment for new full-time students, 9:00 A.M., Room B-101. Orientation and advisement for new full-time students, HPE Building. Registration for part-time and evening students who have not pre-registered, 6:30-8:30 P.M.
January 6	Open registration for new full-time students, returning full-time students, and part-time and evening students, 9:00 A.M.-4:00 P.M.
January 7	Last day to receive 100% refund on fees.
January 8	LAST DAY TO APPLY FOR GRADUATION AT END OF SESSION III. Classes begin for Session III.
January 14	Last day to change program of classes. Last day to enter classes. Last day to receive 75% refund as stated in the catalog.
February 19	Last day to remove an "Incomplete" from Session II.
February 25-27	Mid-Session Examinations.
March 1	Advisory grades due from instructors.
March 23	Advising by appointment for Sessions IV, I, and II begins (full-time and part-time students).
April 12-14	Final Examinations for graduating sophomores.
April 14	Wednesday, 10 P.M. Easter recess begins.
April 19	Monday, 7 A.M. classes resume.
April 19	Monday, 5:00 P.M. — final grades due from instructors for graduating sophomores.
April 21-24	Final Examinations for all other students.
April 23	Graduation Ceremony Friday, 8:00 P.M., HPE Building — Graduation optional for graduates.
April 27	Final grades due from instructors. Tuesday, 1:00 P.M., end of Session III.

SESSION IV

April 26	Last day for new students to apply for admission for Session IV.
April 27	Testing BY APPOINTMENT for full-time students, Session IV, Room B-101. Last day for pre-registered students to pay their fees for Session IV.
April 30	Orientation and advisement for new full-time students, Session IV, HPE Building. Advisement and registration for returning full-time students by appointment. Registration for part-time and evening students who have not already pre-registered, 6:30-8:30 P.M. Registration by appointment for new full-time students, part-time and evening students, and returning full-time students, 9:00 A.M.-4:00 P.M.
	LAST DAY TO APPLY FOR GRADUATION AT END OF SESSION IV. Last day to receive 100% refund on fees.
May 4	Classes begin Session IV.
May 6	Last day to change program of classes. Last day to enter classes. Last day to receive 75% refund as stated in Catalog.
May 17	Advisement by appointment for Session I and II begins (full-time and part-time students).
May 21	Friday, 5:00 P.M. Memorial Day recess begins.
May 25	Tuesday, 7:00 A.M., classes resume.
May 26-28	Mid-Session Examinations.
May 31	Advisory grades due from instructors.
June 21-22	Final Examinations.
June 23	Final grades due from instructors. Tuesday, 1:00 P.M., end of Session IV.



PHILOSOPHY AND PURPOSE

"If a nation expects to be ignorant and free, in a state of civilization, it expects what never was and never will be." — THOMAS JEFFERSON, 1816

Our society is committed to the belief in the value of each individual; he should have the freedom and opportunity to develop his potential to its utmost capacity, achieving self-fulfillment. We believe that only in a dynamic, democratic society can this truly occur. The strength of this society must be measured, at least in part, by the ways in which the individual can participate and share in the socio-economic and cultural spheres of that society. This dynamic democratic society can be maintained by the individual only with a comprehensive understanding of the forces which are exerted upon him and those which are to be used by him as a responsible participating member of society. Thus, in a complex and rapidly changing democratic society, the education of all individuals is a necessity, if that society is to endure. In this educational process opportunity for the pursuit of truth and educational enlightenment must take into

account, so far as our understanding and means will permit, individual strengths, needs, capacities, aspirations, and attitudes.

The purpose of a community college must be to provide the variety of learning experiences that the individual and his society require. The institution must seek to make the individual more acutely aware of the needs of a dynamic democratic society, to encourage his intellectual curiosity, to develop his capacity for critical and reflective thinking, and to help him see clearly the necessity for his concern and involvement in human affairs.

With a firm belief in its philosophy, purpose, and legal commitment, Edison Community College has established the following:

1. Programs of courses that parallel the first two years of degree programs in four-year colleges and universities.
2. Programs for students who do not plan to complete a four-year degree program, but who can profit from a two-year program of general education, semi-professional education, or specialized education in certificate and degree programs beyond the high school level.

3. Programs which enable students to enrich their lives socially, intellectually, and culturally.
4. Leadership, as an educational and cultural center, in serving the developing needs of the three-county area.

ACCREDITATION MEMBERSHIP

Edison Community College is part of the Florida state system of public community colleges and is accredited by the State Department of Education and the Southern Association of Colleges and Schools.

Edison Community College is also a member of the American Association of Community and Junior Colleges and the Florida Association of Community Colleges.

HISTORY

Edison Junior College was authorized by the 1961 Florida State Legislature and the Advisory Committee for the College was appointed by the Governor on August 30, 1961. On the same date, the Lee County Board of Public Instruction passed a resolution establishing Edison Junior College. The counties of Charlotte, Collier, and Lee participated in the operation of the college through the Junior College Advisory Committee. The first president, Dr. Charles E. Rollins, was appointed January 17, 1962, and assumed his duties on March 1, 1962. The first students entered Edison Junior College in the fall of 1962.

The College moved to new quarters on a permanent campus in June of 1965, and Dr. David G. Robinson was inaugurated as Edison's second and current president September 14, 1965.

On July 1, 1968, the Edison Junior College Advisory Committee became the District Board of Trustees of Edison Junior College, the governing board of the institution. All three counties served by the college are represented on the Board, the membership appointed by the governor and confirmed by the senate.

The name of the college was changed to Edison Community College as of July 1, 1972.



PHYSICAL FACILITIES

The Board of Public Instruction of Lee County made the buildings of the Andrew D. Gwynne Institute available for use by the college as a temporary facility until permanent buildings were constructed. The new buildings, occupied in June of 1965, include twenty-one general classrooms, a language laboratory, student food and lounge facilities, library, and faculty and administration offices. The eighty-acre college campus is off College Parkway, which is located between McGregor Boulevard and Route 41, approximately eight miles south of the center of Fort Myers.

Edison Community College has completed five of the eleven permanent buildings provided in the master plan. Three modern structures currently house classrooms, laboratories, offices, the

Learning Resources Center and a small auditorium. A spacious Health and Physical Education complex includes gymnasium, classroom and locker room facilities. Tennis courts and a baseball diamond are adjacent to the gymnasium.

Construction of a new technical building is scheduled for the 1975-76 school year, and will provide facilities for nursing, electronics, secretarial sciences, computer science, drafting and criminal justice. An adjoining observatory will house a large telescope, a gift to

the college, which will serve Basic Sciences classes.

Local centers to serve Charlotte and Collier Counties are in operation, with classes and student services available to residents. The Charlotte Center includes offices and classrooms and is located in Sunny Dell Plaza, Port Charlotte. Collier Center's offices and classrooms are in Naples Shopping Plaza, U.S. 41 East. These centers will be expanded in line with the needs of residents of these areas.



ADMISSION POLICY*

GENERAL

1. No person shall be admitted as a student who shall have been arrested for or formally charged with the unlawful possession or sale of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate, as defined in Chapter 70 - 362, Laws of Florida, so long as proceedings remain pending.
2. No person who has been adjudicated guilty of any charge specified in paragraph 1 above shall be admitted as a student for a period of one year following the adjudication of guilt.
3. No person shall be admitted as a student who shall have been arrested for, formally charged with or adjudicated guilty of any felony during the pendency of the criminal proceedings or for a period of one year after an adjudication of guilt.

The exception to the above policy will be those students admitted as special students in the rehabilitation program of the prison system.

REQUIREMENTS

I. Full-Time Students (12 Credit Hours or More)

1. Students who hold a valid secondary school diploma from an accredited secondary school and are approved by the college administration.
2. Students who have successfully passed the General Equivalent Diploma examination and are approved by the college administration.
3. Adults admitted by appropriate test score and counselor recommendation.

*Admission forms in back of catalog

II. Part-Time Students — Credit (Less than 12 Credit Hours)

1. Students who hold a valid secondary school diploma from an accredited secondary school and are approved by the college administration.
2. Students who have successfully passed the General Equivalent Diploma examination and are approved by the college administration.
3. Part-time students intending to change to full-time status at their next registration must notify the Admissions Office of their intention prior to registration and furnish such additional items as requested to complete their student record.
4. Adults admitted by appropriate test score and counselor recommendation.

III. Part-Time Students — Audit

Students who intend to register for informational instruction only and are not working for college credit may register for courses as AUDIT after completing a Request for Audit card. The application for admission is not required.

IV. Transfer Students

1. Students who are eligible to return to the institution of origin may be admitted to Edison Community College upon receipt of their transcript and approval of the college administration.
2. Students who are not eligible to return to the institution of origin must petition for admission to Edison Community College. Valid and clear reasons for admitting the student under these circumstances must be given before such a petition will be considered.
3. Transfer students with less than an overall 2.0 (C) grade point average according to Edison Community College computation must have their application and transcript(s) reviewed by the admissions committee before final admission can be given. Transfer students admitted to Edison Community College with less than

an overall 2.0 (C) grade point average will be placed on academic warning and must participate in SDS 090.

4. Students transferring to Edison Community College are accepted on the basis of a grade point scale at Edison Community College rather than the grade point scale at the previous institution.
5. Transfer credit will be given only for those courses in which a grade of "D" or better was attained. Edison does not guarantee transferability of any "D" work taken here or elsewhere to private Florida institutions and institutions outside the state.
6. Transfer students are not required to present a high school transcript if a record of high school credits is on the transcript from the previous institution.
7. The health and physical education graduation requirements from Edison Community College may be fulfilled or partially fulfilled:
 - a. by transfer of a grade and no credit hours,
 - b. by transfer of credit hours and no grade, or
 - c. by transfer of HPE activity course with no credit and no grade.
8. Transfer students must achieve an overall grade point average of 2.0 including work undertaken at previous institutions in order to graduate from Edison Community College.
9. Any student in his initial session at Edison Community College must achieve a grade point average of 2.0 by the end of 12 credit hours or be placed on academic warning.
10. A notarized affidavit of *legal residence* must be filed (see Application for Admission, Part II).

V. Special Student

A student of demonstrated academic ability who does not meet the regular requirements for admission, but is recommended by an ECC counselor and approved by the Director of Admissions. This category may include:

1. Adult students admitted by appropriate test score.
2. High school students admitted part time or in summer

school by arrangement with their high school principal and counselor who are taking courses for credit in escrow.

3. Students who attend classes for credit and do not intend to earn a degree. Non-degree seeking students enroll in courses for the purposes of meeting employer requirements, increasing job skills, or personal satisfaction.
4. High school students admitted as in #2 but for no credit.

VI. Transient Students

A student enrolling at Edison Community College who is attending on the approval of another college or university and who intends returning to that institution will be considered a *Transient* student. An application is required and also a statement of good standing from the college to which the student is returning and permission to enroll in certain courses at Edison Community College. This statement must be in the student's record before registration.

VII. Students from Unaccredited and Foreign Institutions

1. Students from unaccredited secondary institutions will be accepted and placed on probation until they have obtained an overall grade point average of 2.0 at the completion of their first 12 hours of academic work.
2. Students who have graduated from a foreign secondary school but whose records are unobtainable for political reasons may be admitted by special permission of the college administration.
3. Students transferring to Edison Community College from unaccredited institutions of higher education will be admitted in full standing. However, no course work taken or GPA earned at the unaccredited institution will be transferred to Edison Community College or used in the GPA for graduation from Edison Community College.

EVALUATION OF TRANSFER CREDITS

In the evaluation of transfer credit, consideration will be given for differences in hour requirements on the basis of the intent of the general education requirements at Edison Community College. *(For example, a student may transfer to Edison Community College with two sessions of English completed with four credit hours and meet the general education requirements of Edison Community College.)*

EARLY ADMISSIONS

Edison Community College subscribes to a policy of early admission under the following conditions:

1. The applicant has completed the junior year of high school.
2. The applicant has recommendations from the high school principal and a counselor.
3. The applicant must be 16 years of age at the time of his/her first college class.
4. The applicant is interviewed and approved by an Edison Community College counselor.

GUIDED STUDIES PROGRAM

It is recognized by the Edison Community College that there is a wide range of abilities and aptitudes served by the community college. Many students apply for admission to college with weaknesses in their educational and environmental backgrounds. These weaknesses can often be identified by test results.

A program of guided individual studies has been instituted by the college in an effort to serve the needs of all the students of the community. Students with educational weaknesses as evidenced by their high school records, test scores, and personal interviews will be assigned to work in clinics designed to further identify and correct, when possible, weaknesses in mathematics, English, reading, and study habits.

CREDIT IN ESCROW

High school students with demonstrated ability may be admitted part-time or in summer school by arrangement with their high school principal and counselor. All credits earned prior to graduation will be held in escrow until the student has graduated from high school and furnished Edison Community College with an official high school transcript indicating graduation, at which time full credit will be recorded on the transcript.

CLEP

Edison Community College also participates in the College Level Examination Program offered by the College Entrance Examination Board and grants credit for satisfactory scores in the five general examinations and selected subject matter examinations. For further details, contact the Counseling Center at the college.

ADVANCED PLACEMENT

In order to provide greater flexibility and opportunity for able youth to move ahead with their education, Edison Community College participates in a state-wide program of advanced placement with local high schools. The following policy will apply to the Edison Community College education testing service advanced placement program:

- a. Scores of 5, 4, and 3 will be accepted for credit, such credit to be assigned by the Admissions Officer in terms of the entrance policies of Edison Community College.
- b. Scores of 2 will be referred to appropriate division chairmen for recommendations concerning possible waiver and/or credit.
- c. No credit will be allowed for scores of 1.
- d. Four-year state institutions will accept placement credit for scores of 3, 4, and 5 included in transcripts from Edison Community College. Scores of 2 included in transcripts will have credit handled by the state universities as in b. above by Edison Community College.

PROCEDURE IN APPLYING FOR ADMISSION AS FULL-TIME STUDENT

A full-time student is enrolled in 12 or more credit hours of course work and must:

1. Secure an application blank from the Admissions Office of Edison Community College. Freshmen or transfer applicants must complete this application no later than two weeks before date of registration.
2. Request from high schools and/or colleges attended that a transcript be sent directly to the Admissions Office of Edison Community College as soon as possible. Applicants previously attending more than one college must request original transcripts from each college attended be sent to the Admissions Office. Failure to report previous attendance at a college(s) may result in immediate dismissal.
3. Complete affidavit of residency and health form.
4. Upon receipt of all the above items, testing, orientation, advisement, and registration appointments will be made for those students approved for admission. Attendance at orientation is required.

Any student failing to provide the following by the calendar date of the last day to enter classes will be changed to Non-Degree status until such time as the missing items are provided:

1. Completed Application for Admission (Parts I and II).
2. Original transcripts from both high school and/or all colleges attended.
3. Health Form.
4. Payment of fees.
5. Completion of School and College Ability Test (S.C.A.T.).
6. Photostatic copy of DD 214, Military Discharge Form, if veteran.
7. Notarized Affidavit of Florida residency, if resident.



PROCEDURE IN APPLYING FOR ADMISSION AS PART-TIME STUDENT

A part-time student is enrolled in less than 12 credit hours of course work and may attend either day or evening classes. Any student failing to provide the following within one month of the first class date for the course(s) in which he is registered will be changed to Non-Degree status until such time as the missing items are provided:

1. Completed Application for Admission (Parts I and II).
2. Original transcripts from high school and/or all colleges attended.
3. Photostatic copy of DD 214, Military Discharge Form, if veteran.
4. Notarized Affidavit of Florida Residency, if resident.

SUMMARY OF SUPPORTING DOCUMENTS REQUIRED FOR ADMISSION

	Application Form	Affidavit of Residence	High School Transcript	College Transcript(s)	Health Form	High School Counselor & Principal Recommendation	TOEFL Scores	Letter of Good Standing & Permission to Enroll	Letter from Sponsor	Physical & Dental Exam	Copy of DD 214 (for Veterans only)
1. Full-Time Students (first time in college)	x	x	x		x						x
2. Full-Time Students (Transfer)	x	x		x	x						x
3. Part-Time Students — Credit (first time in college)	x	x	x		x						x
4. Part-Time Students — Credit (Transfer)	x	x		x	x						x
5. Part-Time Students — Audit	x										
6. Foreign Students — All Categories	x	x	x	x	x		x		x		
7. A.S.R.N. Nursing Students	x	x	x	x	x					x	x
8. Special Student — Early Admissions	x	x	x		x	x					
9. Special Student — Credit in Escrow	x	x	x		x	x					
10. Special Student — Non-Degree	x	x			x						x
11. Transient Student — All Categories	x	x			x			x			

PROGRAM OFFERINGS & REQUIREMENTS

INTRODUCTION

The two types of programs offered by Edison Community College are degree programs and certificate programs. The degree programs are the Associate in Arts, which is designed for the student interested in transferring to a university or college, and the Associate in Science, which is job-oriented. The degree programs normally take two years to complete. The certificate programs are usually one year in length and teach students the skills necessary for employment in specialized areas. The objective of the degree programs is to provide the student with as much general education as possible, while that of the certificate programs is to limit courses to an area of specialization.

PHILOSOPHY OF GENERAL EDUCATION

The purpose of the general education program at Edison Community College is to provide students with a common set of learning experiences which will help equip them to participate effectively in our society. These experiences are broad enough and include enough options to allow the individual student to prepare himself in accordance with his own abilities, needs, and interests. Every effort is made to incorporate the values of General Education into all college programs.

Because we are living in a period of rapid and continual change, the intent of the general education program is to help students develop the ability to think — to solve problems — and to learn general principles rather than isolated bits of knowledge or training which may soon become obsolete. The elements which help to develop and enhance essential aspects of the individual's personality are:

1. An awareness and knowledge and appreciation of the physical world in which we live, characteristics of human behavior, problems of human existence, and

2. An acquisition of the skills necessary for self-expression and creativeness, and for active involvement as concerned and thinking citizens.

Experimentation and innovation are encouraged within our own institution, processes for which community colleges have unique capabilities.

The means by which these objectives may be accomplished are innovative and directed toward the future. Standard or conventional types of education are re-examined and revised. Experiments must be tried and accepted or discarded. The process of teaching and learning is a dynamic one and every available learning tool and method must be considered and employed where desirable and feasible.





DEGREE PROGRAMS

ASSOCIATE IN ARTS DEGREE

In cooperation with the 27 other public junior colleges in Florida, Edison Community College confers the Associate in Arts degree as its transfer degree. In order to receive the Associate in Arts degree, 38 credit hours must be earned in general education courses, 22 credits in electives, and 4 hours in HPE activity courses. Students must follow the general education course guide below in planning their required courses:

Communications:

ENG 105.....	3
SPE 105.....	3
Any other ENG or LIT course.....	3

Humanities:..... 6

HUM 205 and HUM 206 or
HUM 205 or HUM 206 and any three hours from the following:
ART 105, HUM 125, HUM 225, LIT 205, LIT 206, MUS 105,
PPY 205, PPY 206, PPY 207, TAR 105

Social Sciences (must be chosen from two areas):..... 12

ANY 105 - 106
HIS 105 - 106 - 205 - 206
POL 205 - 206 - 208
SOC 106 - 107 - 205
SSC 105 - 106 - 107
PSY 105 - 215 - 216 - 217 - 218 - 255
ECO 106 - 205 - 206
EDU 205

Natural Sciences: (8 hours in the same prefix from those listed below) 8

BIO 105 - 106
CHEM 211 - 212
PHY 111 - 112 or 231 - 232
SCI 103 - 104 or 105 - 106
GLY 105 - 106

MTH 105 or higher 3

HPE 155 JC — 199 JC and 255 JC — 259 JC (HPE 206 suggested for students who are exempt from the required HPE courses)..... 4

HPE is not required for those students who receive waivers because of age, military service, or medical reasons:

Electives..... 22

Total Credit Hours 64

- The student may not earn more than 25% of the credit hours required for graduation through nonresidence work. No more than one-half of the 25% by nonresidence can be earned by foreign study hours.
- The letters "JC" following any course number indicate that the course does not count toward the A.A. degree, except for the four (4) hours of HPE activity credit.
- Waiver of Health and Physical Education requirements can be allowed by filing a petition of exemption with the Dean of Students for the reasons listed below:
 - health reasons,
 - married students over 24 years of age,
 - veterans of 20 months' active duty service,
 - evidence of extreme hardship.

No credit can be given for exempted classes.

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree is job-oriented, and in order to receive this degree the student must complete the credit hours of course work prescribed in the following programs of study. General Education requirements vary with each technical program leading to the A.S. degree, as do the total number of hours in each program. Students may not count HPE activity courses as electives in A.S. degree programs unless the program specifically indicates otherwise.

BANKING AND FINANCE

Freshman Year

Course	No.		Credit Hours
ACC	101	Accounting	4
BAN	155 JC	Principles of Bank Operation	3
BUS	107	Introduction to Business	3
ECO	205	Economics	3
ENG	105 or 115	English or Technical Writing	3
ACC	102	Accounting	4
BAN	156 JC	Money and Banking	3
BUS	106	Math of Finance	3
CSC	156	Introduction to Computer Science	<u>4</u>
			30

Sophomore Year

Course	No.		Credit Hours
BAN	255 JC	Bank Management	3
BAN		ELECTIVE	3
BUS	256	Management Principles	3
SPE	105	Effective Speaking	3
SOC		ELECTIVE	3
BAN	256 JC	Analyzing Financial Statements	3
BAN	257 JC	Financing Business Enterprises	3
BAN	258 JC	Credit Administration	3
BUS	205	Business Law	3
BAN		ELECTIVE	<u>3</u>
			30
		TOTAL HOURS	60

COMPUTER SCIENCE

Freshman Year

Course	No.		Credit Hours
CSC	156	Introduction to Computer Science	4
CSC	157	Assembly Language Programming	4
CSC	158 JC	Data Processing Concepts	3
ENG	105	Composition	3
*MTH, SCI or BUS		ELECTIVES	<u>15</u>
			29

Sophomore Year

CSC	255 JC	Advanced Fortran Programming	4
CSC	256 JC	Cobol Programming	3
CSC	257 JC	Data Systems and Management	3
ENG	115	Technical Writing	
	or		
LIT	115	Introduction to Literature	3
		**ELECTIVES	<u>18</u>
			31

*A total of 15 credit hours are required in either Mathematics and Science, or Business Studies. These hours can be taken over the two years. The student's advisor should be consulted regarding the specific courses to be taken.

**A total of 18 credit hours of General Electives are required, and can be taken over the two years. The student's advisor should be consulted regarding the specific courses to be taken.

TOTAL HOURS 60

ELECTRONICS ENGINEERING TECHNOLOGY

Freshman Year

Course	No.		Credit Hours
EET	161JC	Electronics Mathematics I	3
EET	162JC	Electronics Mathematics II	3
EET	163JC	Circuit Analysis I	4
EET	164JC	Circuit Analysis II	4
ENG	115	Technical Writing	3
EGR	101	Engineering Graphics	4
		*ELECTIVES	<u>12</u>
			33

Sophomore Year

Course	No.		Credit Hours
EET	265JC	Semi Conductors Fundamentals	4
EET	266JC	Industrial Control Electronics	4
EET	267JC	Electronic Devices	4
EET	268JC	Communications	4
EET	269JC	Pulse and Digital Circuits	4
		*ELECTIVES	<u>13</u>
			33

*Electives recommended for this program are 16 hours in Technical Studies and Sciences and/or Mathematics and 9 hours in Humanities and/or Social Sciences.

TOTAL HOURS.....66

FIRE ADMINISTRATION

Freshman Year

Course	No.		Credit Hours
CHM	105	Chemistry	4
ENG	105	Composition	3
ENG	115	Technical Writing	
	or		
LIT	115	Introduction to Literature	3
*FA	110	Introduction to Fire Protection	3
*FA	111	Fire Protection Organization and Administration	3
MTH	105	General Education Mathematics (or higher)	3
PSY	105	General Psychology	3
SOC	106	Personal and Social Adjustment	3
SOC	107	Introduction to Sociology	3
		ELECTIVE	<u>3</u>
			31

Sophomore Year

Course	No.		Credit Hours
*FA	205	Fire Prevention and Investigation	3
*FA	206	Fire Fighting Tactics and Strategy I	3
*FA	207	Fire Fighting Tactics and Strategy II	3
*FA	221	Fire Codes and Building Construction	3
POL	206	American, State and Local Government	3
HPE	206	Personal and Community Health Problems	3
PSY	255	Human Behavior in Organizations	3
SPE	105	Effective Speaking	3
ECY	105	Ecology I	3
		ELECTIVE	<u>3</u>
			30
		TOTAL HOURS.....	61

*Fire Administration Courses to be held at ECC and conducted by faculty from St. Petersburg Junior College.

NURSING

Freshman Year

Course	No.		Credit Hours
NSG	155 JC	Intro. to Health-Related Fields	4
SCI	103	Human Science	4
PSY	105	General Psychology	
	or	or	
SOC	106	Personal & Social Adjustment	3
ENG	115	Technical Writing	3
NSG	161 JC	Nursing Functions	4
SCI	104	Human Science	4
HSP	159	Nutrition	3
SPE	105	Effective Speaking	3
NSG	162 JC	Medical/Surgical Nursing I	4
BIO	125	Microbiology	<u>4</u>
			36

Sophomore Year

Course	No.		Credit Hours
NSG	255 JC	Medical/Surgical Nursing II	4
NSG	256 JC	Mental Health Nursing	4
		ELECTIVE*	3
NSG	257 JC	Maternity Nursing	4
NSG	258 JC	Nursing of Children	4
		ELECTIVE	3
NSG	265 JC	Patient Care Management	4
NSG	266 JC	Seminar	<u>4</u>
			30

*Electives must be from the Social Sciences or Humanities area.

TOTAL HOURS 66

SECRETARIAL SCIENCE

Freshman Year

Course	No.		Credit Hours
ACC	101	Accounting	4
ENG	105	Composition	3
*SEC	102	Intermediate Typing	3
*SEC	104	Shorthand II	3
SEC	105	Business Communications	3
BUS	107	Introduction to Business	3
SEC	115	Office Machines	3
		**ELECTIVES	<u>8</u>
			30

Sophomore Year

Course	No.		Credit Hours
SEC	211	Shorthand III	3
SEC	215	Advanced Typing	3
BUS	106	Math of Finance	3
CSC	158 JC	Data Processing Concepts	3
SEC	216	Office Practice	3
SEC	232	Shorthand IV	3
SEC	235 JC	Legal Terminology, Transcription, and Procedures, or	
	or		
SEC	236 JC	Medical Terminology, Transcription, and Procedures, or	
	or		
SEC	237 JC	Executive Terminology, Transcription, and Procedures	3
		ELECTIVES	<u>9</u>
			30

*May be waived upon successful completion of a high school program and demonstrated proficiency.

**May include SEC 101 and/or SEC 103 if needed for proficiency.

TOTAL HOURS 60

TECHNICAL STUDIES

Freshman Year

Course	No.		Credit Hours
EGR	105	Introduction to Engineering	3
EGR	101	Engineering Graphics I	4
EGR	158 JC	Technical Mathematics	4
ENG	105	Composition	3
EGR	102	Engineering Graphics II	4
EGR		ELECTIVES	8
ENG	115	Technical Writing	3
		ELECTIVE*	<u>3</u>
			32

Sophomore Year

Course	No.		Credit Hours
EGR		ELECTIVES	9
PHY	111	Fundamentals of Physics	4
EGR		ELECTIVES	8
CSC	156	Introduction to Computer Science	4
PHY	112	Fundamentals of Physics	4
		ELECTIVE*	<u>3</u>
			32

*These electives should be taken from the Social Sciences.
 (Suggested Electives: EGR 155 JC, EGR 156 JC, EGR 157 JC,
 EGR 255 JC, EGR 256 JC, EGR 257 JC,
 EGR 258 JC, EGR 259 JC)

TOTAL HOURS 64

GRADUATION REQUIREMENTS

In order to receive either of the above degrees, the student must accomplish the following additional requirements:

1. Apply for graduation at the time of advisement for the final session of expected attendance.
2. Register in the final session for any courses not previously completed which are necessary to satisfy degree requirements.
3. Maintain an overall grade point average of 2.0 (C) in all courses undertaken (for transfer students, this includes courses taken elsewhere).

4. Complete the last 15 credit hours of course work at Edison Community College. EXCEPTION: Students who have completed 40 semester hours or more in residence at Edison Community College may petition the college administration to complete the remaining hours required for graduation at another Florida public community college or university.
5. Fulfill all financial obligations to the college and meet all deadlines for application for graduation.





ONE-YEAR CERTIFICATE PROGRAMS

BUSINESS ADMINISTRATION

Course	No.		Credit Hours
BUS	107	Introduction to Business	3
ACC	101	Accounting	4
ECO	205	Economics	3
SPE	105	Effective Speaking	3
BUS	153 JC	Management Practicum	1
REA	105	College Reading Skills	1
ENG	115	Technical Writing	3
BUS	256 JC	Management Principles	3
BUS	257 JC	Marketing	3
BUS	154 JC	Management Practicum	1
CSC	156	Intro. to Computer Science	4
		*ELECTIVE	<u>3</u>
			32

*Elective — any course from:

ACC 102, ECO 105, ECO 106, ECO 206, BUS 106, PSY 255, BAN course

This program is designed for those students who expect to seek employment and further their skills as junior executives.

CLERK - STENO

Course	No.		Credit Hours
ENG	105	Composition	3
SEC	101	Beginning Typing	
	or	or	
SEC	102	Intermediate Typing	3
SEC	103	Shorthand I	3
SEC	115	Office Machines	3
CSC	158	Intro. to Data Processing	3
SEC	104	Shorthand II	3
SEC	102	Intermediate Typing	
	or	or	
SEC	215	Advanced Typing	3
SEC	216	Office Practice	3
SEC	105	Business Communication	3
ACC	101	Elementary Accounting	<u>4</u>
			31

The certificate program is designed for the student who has little or no high school shorthand. This program prepares the student for entry level employment in a job requiring some shorthand. A student enrolled in this certificate program may transfer to the A.S. Secretarial Science degree program at any time with no loss of credit.

CLERK - TYPIST

Course	No.		Credit Hours
ENG	105	Composition	3
SEC	101	Beginning Typing	
	or	or	
SEC	102	Intermediate Typing	3
SEC	115	Office Machines	3
CSC	158 JC	Data Processing Concepts	3
BUS	106	Math of Finance	3
SEC	102	Intermediate Typing	
	or	or	
SEC	215	Advanced Typing	3
SEC	216	Office Practice	3
SEC	105	Business Communication	3
ACC	101	Elementary Accounting	4
BUS	107	Introduction to Business	<u>3</u>
			31

The certificate program combines general business background courses with certain secretarial skill courses in a manner which prepares students for immediate employment in many kinds of business offices. A student in the certificate program may transfer to the A.S. Secretarial Science degree program with no loss of credit.

SECRETARIAL

Course	No.		Credit Hours
ENG	105	Composition	3
SEC	215	Advanced Typing	3
SEC	211	Shorthand III	3
SEC	115	Office Machines	3
CSC	158 JC	Data Processing Concepts	3
SEC	232	Shorthand IV	3
SEC	235 JC, 236 JC	or	
	237 JC	Legal, Medical, or Executive Terminology, Transcription & Procedures	3
SEC	216	Office Practice	3
SEC	105	Business Communications	3
ACC	101	Elementary Accounting	<u>4</u>
			31

The certificate program is designed for the student who has completed two years of high school typing and shorthand. This program offers the same skill courses that are required for A.S. degree in Secretarial Science. A student enrolled in the certificate program may transfer to the A.S. Secretarial Science degree program with no loss of credit.

COMPUTER SCIENCE

Course	No.		Credit Hours
CSC	158 JC	Data Processing Concepts	
	or	or	
CSC	156	Intro. to Computer Science	3/4
CSC	157	Assembly Language Programming	4
ENG	105	Composition	3
ACC	101	Accounting	4
CSC	255 JC	Advanced FORTRAN Programming	
	or	or	
CSC	256 JC	COBOL	3/4
CSC	257 JC	Data Systems and Management	3
ACC	102	Accounting	4
ENG	115	Technical Writing	3
BUS	106	Mathematics of Finance	<u>3</u>
			30

This Certificate Program in Computer Science provides the fundamentals and concepts in the field of Data Processing and Computer Programming as it applies to business problems. It is designed for the student who wishes an introduction to the field and, upon completion of the program, will pursue a career in Data Processing, either as a beginning Programmer or Operations Personnel.

DRAFTING AND DESIGN

Course	No.		Credit Hours
EGR	105	Introduction to Engineering	3
EGR	101	Engineering Graphics I	4
EGR	157 JC	Drafting and Design	4
EGR	158 JC	Technical Math	4
EGR	255 JC	Presentation Drafting	4
ENG	115	Technical Writing	3
EGR	156 JC	Topographical Drawing	4
EGR	259 JC	Construction Procedures	<u>4</u>
			30

The program is designed to prepare a student for professional opportunities in a variety of drafting positions in industry, business and government. The curriculum is based on established industrial standards which provide the background for career development, with an emphasis on technical knowledge and skill development.

ELECTRONICS ENGINEERING TECHNOLOGY

Course	No.		Credit Hours
EET	161 JC	Electronics Mathematics I	3
EET	162 JC	Electronics Mathematics II	3
EET	163 JC	Circuit Analysis I (D.C.)	4
EET	164 JC	Circuit Analysis II (A.C.)	4
ENG	115	Technical Writing	3
EET	265 JC	Semi-Conductor Fundamentals	4
EET	266 JC	Industrial Control Electronics	4
EET	267 JC	Electronic Devices	4
EGR	101	Engineering Graphics I	<u>4</u>
			33

The Certificate Program in Electronic Technology is designed to provide skilled personnel for positions in industrial electronic technology.

CRIMINAL JUSTICE

Course	No.		Credit Hours
CRJ	105	Intro. to Law Enforcement	3
CRJ	106	Police Organization and Administration	3
CRJ	107	Police Role in Crime and Delinquency	3
CRJ	205	Criminal Investigation	3
CRJ	206	Criminal Law	3
CRJ	207	Criminal Procedure & Evidence	3
ENG	105	Composition	3
POL	206	American State & Local Politics	3
PSY	105	General Psychology	3
SOC	107	Introduction to Sociology	3
ENG	115	Technical Writing	<u>3</u>
			33



SURVEYING

Course	No.		Credit Hours
EGR	105	Introduction to Engineering	3
EGR	101	Engineering Graphics I	4
EGR	158 JC	Technical Math	4
EGR	155 JC	Surveying	4
ENG	115	Technical Writing	3
EGR	257 JC	Advanced Surveying	4
EGR	156 JC	Topographical Drawing	4
EGR	259 JC	Construction Procedures	4
			<u>30</u>

This program is designed to prepare a technician for semi-professional, entry level employment. Emphasis in selected courses is placed on technical knowledge and skill development, using a wide range of instruments. Principles and elements in field work are integrated with practical industrial and business applications.

CERTIFICATE REQUIREMENTS

In order to receive any one of the above certificates, the student must accomplish the following additional requirements:

1. Apply for certificate at the time of advisement for the final session of expected attendance.
2. Register in the final session for any courses not previously completed which are necessary to satisfy certificate requirements.
3. Maintain an overall grade point average of 2.0 (C) in all courses undertaken.
4. Fulfill all financial obligations to the college and meet all deadlines for application for certificate.





ACADEMIC REGULATIONS

The college reserves the right to deny admission to any applicant, to change any of the rules, courses, regulations, or charges without notice, and to suspend any student whose behavior is not in keeping with the best interest of the college.

Academic Load

A student may not take more than 17 credit hours per regular session or 8 credit hours per summer session without the written permission of his academic advisor. Although no minimum load is required, a student must take 12 hours or more during a regular session and 6 hours or more during a summer session to be considered a full-time student. Academic advisors will work closely with each student in determining the academic load the student should carry in relation to his ability and background.

Student Classification

Students enrolled for credit in the current session will be considered *Credit* students.

Students who enroll for no credit in courses which are normally offered for credit will be considered *Audit* students.

Students enrolled in Continuing Education Courses will be considered *Non-Credit* students.

Academic Warning

Any student who has not achieved an overall grade point average of 2.0 by the end of 12 credit hours of work will be placed on academic warning. If the student fails to bring his overall average up to 2.0 at the end of 24 hours, he will be required to work directly with the counseling office which will rigidly structure the courses he may take. Among these courses will be one specially designed to help him correct study habits and academic adjustment (the Student Dynamics Seminar, SDS 090). The student on academic warning may continue at Edison Community College so long as he desires to do so and shows improvement in his GPA and so long as he attends SDS 090. The student may be immediately suspended for failure to comply with SDS 090 attendance.

Attendance

Students are expected to attend all the class periods of the courses for which they are registered. Absence from several meetings of a course results in a lower grade. As a result of excessive absence, a student may be required to withdraw from a course or from college. The determination of what constitutes "excessive absence" in any course rests with the instructor of that course.

Withdrawal

In order to withdraw from a single course, or from the college, the student must complete a request to withdraw, or drop, a course. This request can be secured in the Student Personnel Office.

The student who withdraws from a course at any time will receive a "W" in lieu of a grade in that class.

A student who ceases to attend class, or classes, without completing a formal request to withdraw from college, or from a course, will have a grade of "W" recorded on his official record.

When a "W" is received it is recorded on the permanent record and is not calculated for grade-point averages.

No student may change from audit to credit status after the close of the registration period. Courses may be dropped at any time prior to the recording of the final grades.

These policies apply to part-time, as well as full-time students, and are effective whether the student withdraws from one course, or from the college.

Summer sessions are shorter than regular sessions, and the withdrawal limitations of days are proportionately reduced.

Validity of Credits

Any full-time or part-time student has five calendar years from the date of his initial enrollment to receive his degree under the regulations of the catalog in effect when he initially enrolled. If his degree requirements are not completed during the five calendar years allotted, the student must graduate in accordance with the regulations of the catalog in effect when he is to receive his degree.

Readmission

Former students who have not been in attendance during the previous session or who have withdrawn from the college before the end of the previous session (excluding summer sessions) must sub-

mit a Returning Student Application and such other information as may be required by the Admissions Office. Any former student who withdraws with a cumulative or overall average of less than 2.0 may be readmitted on academic warning.

Grading System

The following grade symbols and grade point weights are used at Edison Community College:

A	4 points	Excellent
B	3 points	Good
C	2 points	Average
D	1 point	Poor
I	0 points	Incomplete
W	0 points	Withdrew
NC	0 points	No credit or Audit

Incomplete Grades

A student who receives an "I" must make up the deficiency within 2 calendar months or receive a grade of "W". The responsibility for making the necessary arrangements with an instructor for the removal of an "I" rests with the student concerned.

Grade Reports

After the results of the mid-season examinations are in, each student doing unsatisfactory work in any course is notified of that fact. He must then report to his instructor and faculty advisor for guidance with a view to improving his work. Final grade reports are mailed at the end of each session. The final grade is the only one that appears on the student's transcript.

Dean's List

At the end of each session the Dean of Academic Affairs will publish a list of all regular students carrying 15 or more credit hours (including HPE activity course hours if applicable) whose session grades averaged 3.5 (B+) or above and who did not receive any grade below C.

Student Conduct

Edison Community College expects its students to be mature and responsible citizens. Students are expected to maintain appropriate conduct, dress and personal appearance at all times, both on-campus and off-campus. The college reserves the right to sus-

pend or expel, at any time, a student whose conduct is deemed improper or prejudicial to the interest of the college community.

All students are expected to be familiar with the rules and regulations of the college pertaining to academic affairs, social conduct, and student activities, which are published in the student handbook and this catalog.



STUDENT EXPENSES

REGISTRATION AND FEES

Fees are payable at the time of registration. No registration will be completed until matriculation, tuition, and other required fees have been paid in full. In the event of financial need, an application for loan funds may be made to the Financial Aid Officer prior to registration.

ALL STUDENTS — ALL SESSIONS (Per Credit Hour)

	Matriculation Fee	Tuition Fee	TOTAL
In-State	\$10.00	—0—	\$10.00
Out-of-State	\$10.00	\$11.00	\$21.00

In addition to the fees above, any student taking 12 hours or more during each of Sessions II and/or Session III will be assessed the state-required Student Aid Fee of \$4.50 per term.

Audit Students

Students registering for credit courses for information only and not for any form of credit will be charged a registration fee of \$10.00 per credit hour in lieu of matriculation and tuition fees.

Financial Information

1. If a student or parent wishes to make payment by check, it should be made payable to Edison Community College.
2. Veterans in training under Public Law 550 receive an education and training allowance each month from the government. *Veterans Will Be Required To Pay All Fees On Or Before Registration.* As the first checks are sometimes delayed, it is advisable that the veterans be prepared to meet all expenses.
3. The college reserves the right to withhold students from classes, final examinations, and graduation unless fees are paid in full. No grades, degrees, statements of honorable dismissal, or transcript of credits will be issued until satisfactory settlement of college fees and other financial obligations have been met. This includes loans to students.

4. Limited *LOAN FUNDS* are available with a minimum service charge. Application for such funds must be made through the Financial Aid Officer.
5. The cost of books and supplies varies with the program of the student.
6. The college also reserves the right to change its fees at any time without notice.

Refund Policy*

Students who officially withdraw not later than the date listed in the College Calendar are eligible for refunds of fees as follows: Cancellation of course by college — 100% refund of matriculation and tuition fees.

Withdrawal from a course or from the college before first day of classes as listed in the College Calendar — 100% refund of matriculation and tuition fees.

Withdrawal from a course or from the college from the first day of classes through the last day to enter classes as listed in the College Calendar — 75% refund on the difference between the refundable matriculation and tuition fees and what the matriculation and tuition fees are under the new load.

*Above refund policy applies to full-time students — part-time students will be refunded in accordance with the above guidelines except the first day the class meets will be used as the basis of refund.

RESIDENCE REQUIREMENTS

Florida Requirements

Unless the student (if married or eighteen years of age, or if a minor, his parents or legal guardian) has had his place of permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as a non-resident student and will be required to pay out-of-state fees.

Enrollment or attendance in a college or university of the State of Florida does not, in itself, entitle a student to claim Florida residence under this requirement.

General Information

The student residence status is determined at the time of his first registration and may not be changed unless an affidavit is secured from the Admissions Office, stating change of status and returned properly notarized.

Service personnel returning from an extended tour of duty are classified according to their residence at the time they entered service.

Edison Community College can only waive fees in accordance with policy established by the college Board of Trustees. Application forms for fee waivers are to be obtained from and submitted to the Director of Financial Aid.



STUDENT PERSONNEL SERVICES

GUIDANCE AND COUNSELING

Student personnel services are provided to assist the student to achieve the highest possible benefits from the academic and social programs of Edison Community College.

Professional counseling and other student services are centered in the Student Personnel Office and supervised by the Dean of Student Affairs. Services of professional counselors are available to assist students with personal or educational counseling and career information.

EDUCATIONAL ADVISEMENT

The Edison Community College is convinced that close student-faculty association is consistent with learning and is of benefit to student intellectual growth and maturity.

Each student, upon acceptance to Edison Community College, is assigned a faculty member as a resource professor. The resource professor is familiar with the college program in the area of career interest of the student and will assist the student:

- (1) in completing an educational plan to accomplish the objective desired by the student,
- (2) in understanding the general education program of the college,
- (3) in planning for long-range educational goals,
- (4) in explaining the work of the several administrative and counseling offices of the college,
- (5) in resolving difficulties encountered by the student in the educational program.

The student becomes acquainted with the resource professor through interviews scheduled after the college orientation program. The resource professor is available to assist the student during reg-

ularly scheduled office hours. After completion of 24 hours, the student may "self-advise" if he so chooses.

CAREER INFORMATION

The Life Planning and Career Development Center, located next to the student lounge, offers career counseling, occupational information, and job placement services. The hours are 8:30 a.m. until 7:00 p.m. Monday through Thursday and 8:30 a.m. until 5:00 p.m. on Friday. The facilities are open to anyone in the community. All students are encouraged to take advantage of the services offered in the center.

Materials containing occupational and vocational information are available. These include leaflets, brochures, tapes, slides, books and catalogs from various colleges and universities throughout the United States. A Career Specialist is available each day to assist in locating desired materials.

CAREER PLANNING

Life Planning and Career Development Groups are offered through the Career Center. These groups meet for two hour sessions once a week. Topics include exploring self, clarification of values, new occupational areas to explore, setting goals, writing a resume and interviewing for a job.

For anyone desiring individual assistance in career planning, a counselor is available to help achieve self-direction in vocational decision-making and planning.

TESTING SERVICES

Testing is considered an essential part of the college program. All test results are treated as confidential information and are used in the best interest of the student.

All full-time students are required to complete the School and College Ability Test (S.C.A.T.) no later than one week before registration for classes. The results of this test, the Florida twelfth grade placement, and the student's high school grades are used to evaluate

the student's potential ability and to help the student plan his program of studies.

The Counseling Center provides an extensive program of individual testing designed to meet the needs of the student. These tests are available to the student at no charge, upon his request or referral from the faculty advisor.

UNIVERSITY TRANSFER

Any student who plans to transfer to a senior institution after graduation from Edison Community College is encouraged to consult with his resource professor concerning an approved course of study. The student should also write to the registrar of the institution which he expects to attend for instructions concerning course work to be taken while attending Edison Community College. A file of catalogs from various colleges and universities is located in the Counseling Center for the use of students who expect to transfer to a senior institution. Students anticipating transfer should begin a preliminary application to the college of their choice in the fall season of the sophomore year.

PLACEMENT SERVICES

The career center provides a Job Bank service for job placement. A list of job offerings in the tri-county area is provided daily by the Florida State Employment Service. This information, which is on microfiche, is available to any community resident. In addition, listings for part-time and summer jobs can be obtained through the Student Activities office.

Students seeking part-time employment should file an application for work with the Director of Student Activities. An application should be made as soon as the student becomes interested in part-time work and the student should keep the Student Activities Office aware of his available hours.

Employment cannot be guaranteed to all who make application. The number of applications for work exceeds the number of available positions. Factors considered in determining the eligibility of students for work are grade average, skills, and needs.

Students are reminded that attending college is a full-time job. Those who are employed are urged to consider a reduction in their course load. Generally students should not work more than 15 hours per week while enrolled for a full load. The maximum number of hours that a student may work and carry 15 credit hours will be 25 hours per week.

Graduates and terminal students will be assisted in job placement upon request. References will be furnished to prospective employers of candidates as requested.

STUDENT HOUSING

The Edison Community College does not provide or maintain housing facilities for students. The Student Activities Office maintains a listing of rooms and apartments located near the campus and will assist the student in finding rooming accommodations whenever possible. Any student attending the college and living away from his parents or guardian must assume responsibility for housing accommodations. The college does not assume responsibility for inspection or contract arrangements for the student.

HEALTH SERVICES

The college provides a clinic, which is supervised by a registered nurse, for consultation and first aid. (Hospital facilities are not provided by the college.)

In case of illness or accident, the student should contact the college nurse or Student Personnel Office as soon as possible.

Students having chronic health problems or conditions such as diabetes, heart conditions, epilepsy and others are requested to register with the College Nurse during the first week on campus.

CHILD CARE CENTER

Under supervision of the college nurse, the ECC Child Care Center enables parents of pre-school-age youngsters to attend college classes while their children receive competent care in pleasant surroundings. Charges for the Center's services are on a sliding scale,

varying with the number of youngsters entered by the parent. Information is available from the Office of Student Personnel.

VETERANS' INFORMATION

Veterans and veterans' dependents eligible for educational benefits should receive approval from the Veterans Administration Regional Office in advance of registration for classes. For VA application forms, certification of attendance, and assistance in handling claims, students should report to the Financial Aid Office.

FINANCIAL AID

Students are encouraged to come to the Financial Aid Office for assistance in planning the financing of their college education. A variety of funds are available to help those who, without such help, would be unable to attend college. Aid, to the extent of available funds, is awarded to students enrolled for 6 or more credit hours in Sessions II and III and 3 or more credit hours in Sessions I and IV on the basis of financial need, scholastic achievement, and character. Applications for assistance received after July first will be considered only if funds are available. In order to remain eligible for scholarships, work-study waivers, loans and Educational Opportunity Grants, a student must successfully meet the requirements of the particular type of aid he is receiving.

Work-Study Programs

Federal: Students enrolled for 6 or more hours in Sessions II and III and 3 or more hours in Sessions I and IV who meet federal requirements as to financial need, and who are capable of maintaining adequate grade averages may be employed in part-time jobs to help meet expenses. These jobs are available both on and off campus as teacher's aides, clerical workers, library and audio-visual assistants, laboratory aides, and similar helpers. The college is an equal opportunity employer.

Loans

Edison Community College Loan Fund: The college makes available a short-term loan fund to enable students to pay their fees and buy their books, up to a maximum of \$150, to be repaid by the

end of the session incurred for use by other students. Students desiring to make use of the service should apply to the Financial Aid Office at least a month prior to registration. Recent contributors to this fund include:

Dr. H. J. Burnette
Caloosahatchee Chapter, D.A.R.
Canterbury School Employees in memory of Joe Bauer
William R. Frizzell Partnership, Architects
Joseph H. Goodwin Memorial
Mrs. Maybell Johnson
Kiwanis Club of Cape Coral
Lee County Association of Educational Secretaries
Dean Max G. Rieves
Leo Zarifian

Wilburn Leonhardt Memorial Fund: Students may avail themselves of this fund for short-term loans up to \$150 for fees and books. The loan is repayable by the end of the session for which the loan was made.

Anna E. Failing Memorial Fund: Lee County residents may avail themselves of this fund for short-term loans up to \$150 for fees and books. The loan is repayable by the end of the session for which the loan was made.

Ned and Claiborne Foulds Student Loan Fund: Students may avail themselves of this fund for short-term loans up to \$150 for fees and books. The loan is repayable by the end of the session for which the loan was made.

Dr. Ruth Cook Loan Fund: Students may avail themselves of this fund for short-term loans up to \$150 for fees and books. The loan is repayable by the end of the session for which the loan was made.

Opti-Mrs. Loan of the Florida District Scholarship Loan Fund: Loan available for a student in the nursing program.

Florida Student Loans: For full-time students with need who are maintaining 2.0 grade average and have been legal residents of Florida for two years.

Rossie Evans Alderman Memorial Scholarship Loans for Nurses: These loans, based on need, will be cancelled if borrower practices nursing in any Lee County hospital for two years following graduation.

Robert Redden Memorial Loan Fund: A fund in memory of Robert Redden, ECC instructor who died early in 1975, makes available short-term loans to enable students to pay their fees and purchase books.

Federally Insured Student Loans: These long-term loans are made through the state, area banks, and other financial institutions, with certification of costs and attendance made through the ECC Financial Aid Office.

Grants

Basic Educational Opportunity Grants: These grants are provided by the Federal government to full-time students with exceptional financial need.

Law Enforcement Education Grants: Federal grants covering fees and books are available to in-service law enforcement officers enrolled in credit courses useful to their careers. Applicants must agree to stay with their present employer for two years following completion of course.

SCHOLARSHIPS

Scholarships are awarded to students who are at least half-time and have demonstrated scholastic ability and financial need. Donors usually specify additional stipulations regarding eligibility. For information and application forms, consult ECC Financial Aid Office. The following scholarships are currently available for Edison Students:

Mr. Joseph C. Adderly

Two \$500. scholarships

Frank C. Alderman, III Scholarship

Student majoring in law

Rossie Evans Alderman Memorial Trust

Scholarships for Nursing students

Greg E. Allen Memorial Scholarship

\$450 to students majoring in the humanities, based on financial need and ability.

American Association of University Women, Fort Myers Branch

A scholarship for a female resident of Lee County with financial need and a minimum GPA of 3.0. Students must be at least 25.

American Association of University Women of Naples
Scholarships for women.

American Bank of Ft. Myers

Tuition scholarship

American Business Women, Areca Palm Chapter

Tuition Scholarship.

American Business Women's Association, Bridge of Light Chapter

\$300 scholarship for two years. Requirement, acceptable grades.

American Business Women's Association of Cape Coral

\$300 scholarship to a freshman girl.

American Business Women's Association Charter Chapter

An emergency scholarship for Lee County Women students.

American Business Women's Association City of Palms Chapter

Scholarships for Lee County women students.

American Business Women's Association — Lehigh Acres Chapter

\$400.00 scholarships

American Business Women's Association, Soarin Hi Chapter

Annual scholarships for women.

American Legion Auxiliary Unit #38

\$122.50 tuition, renewal for second year with acceptable grades.

American Legion Auxiliary Unit 90 of Cape Coral

\$150 nursing scholarship, preferably to a veteran's child.

American Legion — Post #110

\$300. scholarship

American Legion Robert Dabney Post #192

\$25 book scholarship.

Art Council of Southwest Florida

\$100. scholarship for art student

Art League of Ft. Myers

\$100. scholarship for art student

Barnett National Bank

\$200 scholarship.

Beta Sigma Phi — Lambda Rho

\$300. scholarship

Bill Branch Chevrolet, Inc.

\$6,000 annually to Lee County high school graduates. \$300 scholarships are awarded to students at Edison Community College and \$1,200 scholarships to students in the Florida state-endowed universities.

Bunnell Scholarship Fund

\$250 tuition each for two students needing financial assistance.

Cape Coral Woman's Club

Scholarship to a Cape Coral student, preferably one with financial need.

Church Women United in Lee County

Two \$250 scholarships to members of any Lee County church who are planning a career in any type of Christian service.

Collier County Farm Bureau

One \$245 annual scholarship.

Conant - Bulger

\$220 to a black student.

Damroth Foundation

\$1,000 to cover tuition scholarships for financial need.

Delta Sigma Theta Sorority

\$500 for black student.

District 41 Florida Nurses Association

\$300 nursing scholarship for student from Charlotte or DeSoto counties.

ECC Board of Trustees Fee Waivers

ECC Trustees award a number of fee waivers each year to outstanding students and to those who have financial need. Performance waivers are given for students talented in fine arts areas, and awards are also made to the SGA president, newspaper and yearbook editor and to student athletes. Athletes should apply through the ECC Director of Athletics; information on other waivers is available through the Financial Aid Office.

Edison Realty Scholarship

\$345 scholarship, preference to student entering real estate.

Epsilon Sigma Alpha, Alpha Theta Chapter

Two \$100 book scholarships to nursing students.

Epsilon Sigma Alpha, Gamma Rho Chapter
\$175 scholarship to Lee County student.

First Bank of Immokalee

Scholarship for Immokalee student

First Charter Bank — Lehigh Acres

\$300. scholarship for first year student

First Federal Savings and Loan Association

\$200 scholarship to a student majoring in secretarial science, business administration, accounting or management training.

First National Bank of Fort Myers

\$2,000 scholarships.

First National Bank in Punta Gorda

Two \$200 scholarships to Charlotte County students.

Five County Builders & Contractors Association

\$810 scholarship for two students pursuing course related to the building and contracting trade.

Fort Myers Beach Art Association

\$100 to an art student.

Fort Myers Beach Lions Auxiliary

\$300 scholarship to a Fort Myers Beach resident.

Fort Myers Board of Realtors

\$250 scholarships to student entering real estate.

Fort Myers Jaycees

\$300 to a full-time Lee County student with a "C" average.

Fort Myers Kiwanis Club — Downtown

\$300 scholarship to student with need and a "B" average.

Fort Myers Lions Auxiliary

\$155 to a handicapped student.

40 and 8, Voiture Locale #790

Several scholarships for nursing students, based on need.

Gee and Jensen Engineer Scholarship

\$750 to a graduating male sophomore who will enroll in the school of engineering at the university of his choice.

Gulf Federal Savings and Loan Association

Two \$100 scholarships to students planning a career in the savings and loan or related field.

Mrs. Edna Heller

Book scholarships

John H. and Virginia Holmes

\$200 to a Seminole Indian.

Home Folks Mobile Homes, Inc.

\$250 scholarship.

Holland Salley Interior Design

\$300 scholarship.

Lillian C. Joughin Memorial Scholarship

Established by Dr. and Mrs. William B. Dehon for students with extreme financial need.

Mrs. George E. Judd

One \$200 scholarship for Charlotte County students.

Kiwanis Club of Downtown Fort Myers

Two \$250 scholarships.

Kiwanis Club of Ft. Myers Beach

\$300. scholarship

Kiwanis Club of Port Charlotte

Several scholarships for Charlotte County students.

Lee County Bank

\$500 scholarship for Leonhardt loan fund.

Lee County Electric Cooperative, Inc.

Six \$125 scholarships.

Lee County Restaurant Association

\$300. scholarship Hospitality Studies

Lee County Retired Teacher's Association

\$250. scholarship

Lee County School Food Service Association

Scholarship, with preference given to children of school lunch-room workers.

Lee-Hendry County Medical Assistants Association

\$350 scholarship to student in career as medical assistant or technician.

Lee Memorial Hospital Auxiliary

Two nursing scholarships for Lee County students with financial need and good scholastic standing. One \$370 three-session freshman scholarship and one \$300 two-session sophomore scholarship. Preference is given to former Candy Strippers or those who have worked at Lee Memorial Hospital.

Lehigh Acres Development Corporation (President's Scholarship)

\$750 scholarship to a graduating sophomore for the junior year in a State university. The award is made upon faculty nomination of students of outstanding ability. Those receiving the most votes are considered by the Student Affairs Committee. The final selection is made by the Lehigh Acres Development Corporation.

Lions Club of Cape Coral

Scholarship for Cape Coral student

Lykes Brothers, Inc.

\$500 scholarship for student chosen by them.

Harry McElroy Memorial Scholarship

Scholarship funds.

Robert McFadyen Memorial Scholarship

\$100 given by WBBH TV Station.

Thomas A. Madden Education Fund

\$300 tuition grant to a Sanibel or Captiva student. Given by St. Michael's and All Angels Episcopal Church.

Medical Center Auxiliary, Punta Gorda

\$200 to Charlotte County student in a medically related field.

Naples Community Hospital, Inc. — Naples Exchange Club

Two \$500 two-year scholarships to Naples nursing majors.

Naples-Fort Myers Kennel Club Athletic Scholarship Fund

Each year the proceeds of one specified day's gate receipts at the Bonita Springs dog track are donated by the Naples-Fort Myers Kennel Club, Inc., to Edison Community College to aid in the development of the inter-collegiate athletic program.

Naples Junior Woman's Club

\$300. scholarship

Naples/Lely Classic

One scholarship

Naples Teen Club

\$125. scholarship

News-Press Publishing Company

\$200 scholarship.

Naples Woman's Club

\$400 scholarship for Naples student.

Optimist Club of Fort Myers
\$980 in scholarships for students.

Organized Fishermen of Florida
Tuition scholarship given to Lee County resident.

Park Pigott Memorial Scholarship
One scholarship

Phi Theta Kappa Scholarships to Florida Atlantic University
\$1,200 scholarship to graduating sophomore.

Pilot Club — Charlotte County
\$100. scholarship

Pilot Club of Naples
\$250 to a Naples student with financial need.

President's Scholarship to Florida State University
Scholarship to graduating sophomores.

Rotary Club of Cape Coral
Arnold Slome Memorial Scholarship — \$200 scholarship.

Rotary Club of Fort Myers Beach
\$300 nursing scholarship.

Rotary Club Fort Myers South
\$300. scholarship

Rotary Club of Punta Gorda
Two \$250 scholarships for Charlotte County students.

Scottish Rite Foundation
\$250 scholarship for a full time student.

Security National Bank
\$300. scholarship for student in Banking and Finance

Norma Sherris Scholarship
\$300. scholarship for Lee Memorial Hospital Candy Striper

Elizabeth C. Stallworth
\$220. scholarship to student going into education.

Thompkins Tile Company
One scholarship for two years

United Methodist Women of Punta Gorda
Scholarship for Charlotte County student

University of Florida
\$800 scholarship for two years for graduating sophomores continuing in forestry resources.

Voiture 1526 — 40 & 8 Charlotte County
\$500. Nursing scholarship

Wightman Scholarship
\$300 to student with need majoring in oceanography or marine biology.

Lois Wise Memorial Scholarship
\$245 tuition scholarship for full time student going into education.

Woman's Club of Port Charlotte
\$300 for a Charlotte County student.

Skipper Wright Memorial Scholarship
\$210 to the president of the freshman class.

STUDENT ACTIVITIES

Activities are an important part of life at Edison Community College.

A varied program of scholastic, professional, service, interest, and religious organizations has been developed in response to interest and leadership of the student body. All campus organizations must operate with the approval of the college administration and faculty.

Academic requirements for office holders in SGA, clubs and activities under the supervision of Student Government Association are governed by constitutional regulations of the SGA.

The students must be full-time and maintain full-time status during the year. The office holder must complete a minimum of twelve (12) credit hours of course work each session and maintain an appropriate grade point average as required by the SGA constitution and/or club constitution.

CLASS ORGANIZATIONS

The freshman class and the sophomore class of Edison Community College are two organizations on campus to which every student can belong. Class elections are held during the first four weeks of school and the members of the respective classes elect officers for each class.

Freshman Class

The freshman class is composed of all students who have completed less than 24 credit hours of college work. The freshman class is honored during the first week of school at the student government sponsored reception.

The enthusiasm and leadership exhibited by the freshmen make the class a powerful force on the campus. Each year the class sponsors several social events and fund-raising projects.

Sophomore Class

The sophomore class is composed of all students who have completed a minimum of 24 credit hours of college work with a 2.0 (C) average.

Sophomore class unity flourishes during orientation week and at the annual student government field day which climaxes the event. The spring formal, which is usually the outstanding social event of the spring season, honors the sophomores.

Committee of 20

The Committee of 20 is a group of twenty students who are selected each year from the upcoming sophomore class to assist with freshman orientation, registration, and to serve as official college hosts and hostesses throughout the year. Selection is made on the basis of leadership, scholastic achievement, and service to the college.

ATHLETICS

ECC is a member of the National Junior College Athletic Association and currently fields competitive teams in basketball, baseball, golf, tennis and wrestling. The school is also a member of Division 4, Florida Junior College Conference. ECC's teams are called the

Buccaneers, and the school colors are blue and white. Both intercollegiate and intramural sports are included in Edison Community College's program.

STUDENT ORGANIZATIONS

The following organizations have been established for the purpose of carrying out projects on campus and in the community:

Circle K	Inter-Club Council
College Choir	Cheerleaders
Players of Edison	SNAF (Nurses)
Omega Tau Delta (fraternity)	Young Republicans
Young Democrats	Spectrum (Paper)
Bahai's Council	Edison Christians For Christ
Christian Science Organization	D.E.C.A. (Distributive
Phi Beta Lambda (business)	Education Club of America)
Black Student Union	Omega Sigma Psi (sorority)
Child Care Center	Yearbook
Advisory and Service Assoc.	

Honor Societies

Beta Omega Chapter of Alpha Mu Gamma, a national honorary foreign language society, and Phi Theta Kappa, a national junior college honor society, are active on campus.

Student Government

The Student Government Association, made up of elected representatives, governs the Edison Community College student body. Its function is to supervise all student organizations, coordinate activities and events, direct the expenditure of the student activity fund, confer with the Dean of Students on matters of student interest and concern, and to promote the general welfare of the student body. The meetings of the student government are open to all students.

DIVISIONS OF THE COLLEGE

DIVISION OF APPLIED SCIENCES

Edison's Occupational Education Programs are designed to help students prepare for careers in today's society.

Associate in Science Degrees, Certificate Programs and courses have been designed and developed with the assistance of Advisory Committees made up of business, industrial and professional representatives from the college district.

These programs include Technical Courses to develop skills and improve knowledge, Related *Support Courses* to provide specific knowledge related to the field and General Liberal Arts Courses. This provides a foundation for both efficient, effective and satisfying participation in today's society.

ASSOCIATE IN

SCIENCE DEGREES

Banking and Finance

Computer Science

Electronics Engineering
Technology

Fire Administration

Nursing

Secretarial Science

Technical Studies

CERTIFICATE PROGRAMS

Business Administration

Clerk-Steno

Clerk-Typist

Computer Science

Drafting and Design

Electronics Engineering

Technology

Secretarial

Surveying

Associate in Arts . . . Students working for the A.A. Degree who plan to transfer to a Baccalaureate Program may wish to choose courses related to their field of intent.

Accounting

Introduction to

Aviation

Engineering

Computer Science

Introduction to

Drafting

Business

Secretarial

Management

Intro. to Health-

Related Fields



DIVISION OF BASIC SCIENCES

This Division consists of the areas of Geology, Astronomy, Chemistry, Biology, Physics, Mathematics, and Zoology. Courses and programs leading to the Associate in Arts degree are offered to students who are Science and/or Math majors, and the Division also meets the general education course and program needs of students whose majors are in the areas covered by the other Divisions of the college. In addition the Basic Sciences Division offers specialized Science and Mathematics courses to students who are pursuing Associate in Science Degrees within the framework of the Division of Applied Science. Many students will want to avail themselves of the courses in this Division as additional electives.



In addition to the missions outlined above, the Mathematics area is heavily committed to programs for the educationally disadvantaged; and the Division operates a Mathematics Clinic at all hours that the college is open during the week. The Clinic is staffed with paraprofessional assistants. The Clinic utilizes programmed instruction techniques and materials and the very latest audio-visual equipment and materials. A heavy emphasis is placed on individual learning.

The Physical and Natural Science areas have small laboratories emphasizing individual attention and assistance. The courses in this division are fully preparatory for scientific careers. For the non-

Science-oriented student, a variety of courses are available according to his interests.

DIVISION OF CONTINUING EDUCATION

"The school as a social center must provide at least a part of that continuing education which is necessary to keep the individual properly adjusted to a rapidly changing environment . . . it must provide means for bringing people and their ideas and their beliefs together in such ways as will lessen friction and instability, and introduce deeper sympathy and wider understanding." This viewpoint by John Dewey is even more significant today than when it was first made at the turn of the century.

It is our belief that our way of life is a valuable heritage and that it will be best preserved and improved, in our changing times, only through the continuing education of our citizens. Every citizen should be afforded an opportunity for the development of his potentialities through education. To this end we direct our best efforts toward providing programs for the intellectual growth and to meet the needs of individuals of the community we serve.

Evening credit classes are normally scheduled to begin on the same calendar date as day classes. Any credit course may be audited for non-credit upon payment of the regular fee and approval of the instructor. It is possible to complete graduation requirements by attending only night classes. The college credit evening classes are published each session; and, in general, the regulations governing day classes apply to evening classes.

Other evening classes designed for enjoyment, entertainment, and general information are also offered on a non-credit basis. These courses afford a unique opportunity for individuals and groups of adults to improve themselves. These courses are vital parts of continuing education program, and the fees involved are nominal.

Within a framework of almost complete flexibility, this program at Edison Community College provides many new opportunities.

- A class may be initiated for anyone by anyone.
- A course may be started at any time of the year.
- A course may be held anytime, day or night.

- A course may be scheduled for any length of time.
- A class period may be for any number of hours.
- A course may be held anywhere that facilities are adequate and available.
- Classes are conducted in a relaxed, informal atmosphere without tests and grading.
- The program offers many opportunities to participate not only as a student but as an instructor, speaker, lecturer, panelist, and/or consultant.

There are three limitations concerning non-credit courses:

1. A qualified instructor must be available.
2. Sufficient enrollment is necessary.
3. Availability of special equipment required.

Interested persons are encouraged to contact and register any and all requests at the Continuing Education office, phone 481-4434.

DIVISION OF HUMANITIES

This Division houses the areas of English, Reading, Foreign Languages, Art, Music, Philosophy, Drama, Speech, Journalism, Radio and Television and General Humanities. University parallel curricula are offered leading to the Associate in Arts Degree with a major in the above areas and the Division also assists in meeting the general education needs of students throughout the college.

The Division operates learning labs in the areas of English and Reading. These labs are open to any student enrolled at Edison and are staffed by paraprofessional personnel. Students in need of assistance are referred to the labs from Student Personnel Services and all areas of the college, but especially from the English and Reading courses. Special seminars and a high degree of individual attention from the instructors are provided to meet the various needs of the students.

The Division has a well-equipped foreign languages laboratory for the study of Spanish, French, and German. The Division also has an art studio, special music classrooms, teaching studios and practice rooms, speech facilities and programs for drama.

DIVISION OF SOCIAL SCIENCES

This Division houses the areas of Anthropology, Criminal Justice, Education, History, Political Science, Psychology, Sociology, Health and Physical Education. The primary mission of the Division is to serve the general education and area major needs of students in university parallel curricula.

A one-year certificate program and a two-year Associate in Arts program are available in the area of Criminal Justice. These two programs have been specifically designed for the student who de-





sires Baccalaureate level education in the field of Criminal Justice. They have also been designed to serve the in-service training needs of policemen and law enforcement officers who desire additional formal education.

The college has completed construction of a new multi-purpose Health and Physical Education Building which enables this Division to offer a variety of courses in Physical Education. These courses include Physical Fitness, Gymnastics, Tumbling, and Wrestling.

LEARNING RESOURCES CENTER

The Learning Resources Center is the educational and cultural center of the campus and is coordinated with all the educational systems and programs of the college. Located on the second and third floors of a three-story building which is the focal point of the campus, the Center consists of a library, an audio-visual center, and a museum. At present there are housed here more than 40,000 books plus ample collections of periodicals, microfilms, microfiche, newspapers, documents, pamphlets, and ephemeral materials. There are fine collections of non-book resources, such as films, filmstrips, film loops, transparencies, slides, records, video tapes, audio tapes, and all the hardware necessary for using them.

A large television studio is used in conjunction with an elaborate system of educational television which at the present time has four-channel capability and fifty-five stations at various points on the campus where programs can be originated as well as be received. Cooperation with Southern Cablevision enabled the Center to telecast college programs into the surrounding community.

Individual study carrels, tables for student groups, areas for large-group viewing, and lounge areas are provided. The museum has a variety of educationally valuable collections of shells, fossils, artifacts, and other museum pieces, some of the artifacts being over 3000 years old.

Learning Resources borrowers' cards are issued to all students and to all adults in the community who request them. High school seniors are given the privilege of using all the facilities of the Center. The Learning Resources Center is open from 7:00 A.M. to 10:00 P.M. on Monday through Thursday, from 7:00 A.M. to 5:00 P.M. on Friday, and from 1:00 P.M. to 5:00 P.M. on Sunday.

COURSE DESCRIPTIONS

The first session of a two-session course is normally a prerequisite for the second session. If the student is in doubt, he should consult either the instructor or his advisor.

Courses numbered 100 to 199 should normally be taken during the freshman year, and courses numbered 200 to 299 should normally be taken in the sophomore year. Courses numbered 000 through 099 are guided studies courses, and credits obtained in these courses do not count toward the A.A. degree offered by the college.

The college reserves the right to withdraw or discontinue any courses for which there is insufficient enrollment.

The courses are listed alphabetically by subject area prefix and numerically within each subject.

The letters "JC" following any course number indicate that the course has been primarily designed for Associate in Science degree programs. Some of the courses also serve the purpose of transfer.

The symbols in parenthesis following each course indicate the sessions when the course will normally be offered. The symbol "****" indicates that the course is offered only upon sufficient demand by arrangement with the division.

ACC 101-102 ACCOUNTING (101-II, III, IV; 102-II, III, IV) 4 Credits
 4 class hours
 Introduction to principles of basic accounting under the double entry system, including trial balances, work sheets, and preparation of financial statements for proprietorship, partnerships, corporations and including corporate capital stocks, surplus, reserves, dividends, and bonds. Practical problems and exercises will be solved by the student through the utilization of the IBM 1130 computer.

ACC 211-212 INTERMEDIATE ACCOUNTING () 3 Credits**
 3 class hours
Prerequisite: ACC 101 and 102
 Intermediate Accounting provides depth and breadth of theory coverage. Recommendations and pronouncements of the American Institute of Certified Public Accountants, the American Accounting Association, and the Securities and Exchange Commission are used to strengthen and emphasize theory discussion.

ANY 105 INTRODUCTION TO CULTURAL ANTHROPOLOGY (II, III, IV) 3 Credits
 3 class hours
 The study of culture as man's ecological niche. Topics include cultural processes, theories of culture, cultural relativity, man's relationship to the native environment (human ecology), social organization (kinship), and universal features of culture.

ANY 106 INTRODUCTION TO PHYSICAL ANTHROPOLOGY (II, III, IV) 3 Credits
 3 class hours
 The study of the evolution of man as a member of the Primate Order, principles of evolution, primate behavior, and the social factors underlying the state of our knowledge of evolution.

ANY 205 INTRODUCTION TO PRIMATOLOGY () 3 Credits**
 3 class hours
 An overview of the living Prosimians, new world monkeys, old world monkeys, and apes. Emphasis is placed on behavior, range, habitat and taxonomy.

ANY 215 ANTHROPOLOGY FIELD SCHOOL () 6 Credits**
Prerequisite: ANY 105, ANY 106 or ANY 205 and permission of the instructor
 Various special topics in cultural and physical anthropology. Limited to field or laboratory projects. May be taken for elective credit only.



ART 101-102 DESIGN (101-II; 102-III) 3 Credits
 2 class hours. 3 studio hours
 Design problems of line, form, color, space, texture solved with a variety of media. Design I — two (2) dimensional; Design II — three (3) dimensional.

ART 103-104 DRAWING (103-II; 104-III)** 3 Credits
 2 class hours. 3 studio hours
 Drawing of still-life, landscape and figures with pencil, pen and ink, charcoal to develop skill in methods of linear and tonal composition.

ART 105 ART HISTORY AND APPRECIATION (II, III, **IV, **I) 3 Credits
 3 class hours
 History of painting, sculpture, and architecture, and the aesthetic and functions of design.

ART 205 JEWELRY DESIGN ()** 3 Credits
 2 class hours. 3 studio hours.
 A beginning course in designing and constructing jewelry forms in metal and other appropriate materials through the techniques of soldering, casting and other means of fabrication.

ART 211-212 PAINTING (211-II; 212-III) 3 Credits
 2 class hours. 3 studio hours
Prerequisite: ART 101
 Introduction to the materials and techniques of paintings in solving problems of color, line, space, rhythm, structure. Acrylics. Painting II — continuation of Painting I with emphasis on individual experimentation. Acrylics or oil.

ART 213-214 INTERIOR DESIGN ()** 3 Credits
 2 class hours. 3 studio hours
Prerequisite: ART 101-102 or 103-104 or permission of instructor
 Study of historical and contemporary styles. Drafting perspective and color applied to design of contemporary interiors.

ART 215 COMMERCIAL ART ()** 3 Credits
 2 class hours. 3 studio hours
Prerequisite: ART 101-102 or 103-104 or permission of instructor
 Lettering, color theory and layout of posters, brochures, magazine and newspaper advertising. Tours of local printing establishments arranged.

ART 255 JC ART FOR ELEMENTARY TEACHERS ()** 3 Credits
3 class hours

Elementary teacher's seminar in techniques for artistic experience in grades 1 through 6. Requisition procedures, motivation methods, evaluation processes for each grade level. Suitable for recency of credit and/or extension of certificate only. Credits do not apply toward graduation.

AST 105 INTRODUCTION TO ASTRONOMY I (II) 3 Credits
3 class hours

Light and its behavior, early planetary systems, Copernicus' planetary system, Tycho Brahe, Kepler, Newtonian mechanics, and Kinematic description.

AST 106 INTRODUCTION TO ASTRONOMY II (III) 3 Credits
3 class hours

Apparatus and techniques; telescopes, photography, spectroscopy, radar, radio, astronomy, and the uses of satellites in astronomy.

AVN 105 AVIATION MANAGEMENT ()** 3 Credits
3 class hours

Basic management principles of airline and airport operations with emphasis on planning, financing, and organization.

BAN 155JC PRINCIPLES OF BANK OPERATIONS (II) 3 Credits
3 class hours

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

BAN 156 JC MONEY AND BANKING (III) 3 Credits
3 class hours

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking students to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BAN 255 JC BANK MANAGEMENT (II) 3 Credits
3 class hours

This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management.

BAN 256 JC ANALYZING FINANCIAL STATEMENTS (III) 3 Credits
3 class hours

This course is organized into two main sections: Characteristics of financial statements and financial statement analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

BAN 257 JC FINANCING BUSINESS ENTERPRISE (III) 3 Credits
3 class hours

Stress is placed on the difference between lending and investing, and on the fact that investing in a corporation and financing a corporation are different aspects of the same subject. In this course, the material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of his corporation.

BAN	258 JC CREDIT ADMINISTRATION (III) 3 class hours This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.	3 Credits	BIO	205 INTRODUCTION TO GENETICS (III) 4 class hours An introduction to the inheritance of plants and animals, including man. The study of the effects of hereditary units in interplay with the environment and mutations, and the fundamentals of qualitative and quantitative aspects of genetic variation. Basic concepts of evolution with regard to speciation, adaptation, and selection.	4 Credits
BIO	105 BIOLOGICAL SCIENCE (II, III) 3 class hours. 3 laboratory hours The physical, chemical and biological principles involved in living systems. Emphasis on metabolism, genetics, modes of nutrition. This course will emphasize principles of botany.	4 Credits	BIO	215 MARINE BIOLOGY (IV) 4 class hours Prerequisite: BIO 105 and BIO 106 or consent of instructor Introduction to the biology of the sea and elementary oceanography. Emphasis on living organisms of the sea and their marine environment. Field collection methods and organism identification stressed.	4 Credits
BIO	106 BIOLOGICAL SCIENCE (III, I) 3 class hours. 3 laboratory hours The physical, chemical, and biological principles involved in the study of zoology. Emphasis will be placed on anatomy and physiology of vertebrates and invertebrates.	4 Credits	BIO	216 RADIATION BIOLOGY (**) 4 class hours Prerequisites: BIO 105 - 106 or permission of instructor Introduction to the aspects of natural and man-made radiation and their environmental impact. The course will stress current medical, industrial, and biological applications of ionizing radiation, its dosimetry and safety in use. Biological effects of radiation on living systems with emphasis on the mammalian system.	4 Credits
BIO	107 HUMAN REPRODUCTION (III) 3 class hours The physiological aspects of development and differentiation of the male and female genitalia, the endocrine system as related to sexual function, the reproductive systems, fertilization, prenatal development. and parturition.	3 Credits	BIO	217 BIOTECHNIQUES (**) 4 class hours Prerequisite: BIO 105-106 or permission of instructor This course is designed to develop in the student laboratory skills requisite to the undergraduate in the biological sciences. The course includes reagent preparation, microscopy, slide making, culturing and rearing of organisms, and the handling and care of laboratory animals. Techniques in environmental field methods, plastic injection and imbedding of specimens and curating of museum specimens are just a few of the areas covered.	4 Credits
BIO	125 MICROBIOLOGY (IV) 3 class hours. 3 laboratory hours Prerequisite: SCI 103-SCI 104 or BIO 105 A basic microbiology course for health-related programs. Lecture and laboratory experiences in morphology and physiology of micro-organisms, especially the pathogens. Practice in aseptic technique will be stressed.	4 Credits			

BIO 235 MARINE BIOLOGY FIELD SCHOOL 4 Credits
 (**)
Prerequisite: BIO 215 or permission of instructor
 This course is designed to develop field and collecting methods in marine biology, and introduce the student to the ecology of the marine world by working in and living by the sea.

BOT 215 PLANT ECOLOGY () 4 Credits**
 4 class hours.
Prerequisite: H.S. or College Biology or Chemistry
 Lecture, laboratory, and field experience in the morphology, development, genetics, and systematics of plants and their environmental relationships.

BUS 106 MATHEMATICS OF FINANCE (II, III) 3 Credits
 3 class hours
 Basic course involves the study of mathematics of long-term investment — compound interest and annuity to debt extinction, bonds, depreciation depletion, perpetuity, capitalization, life annuities and life insurance.

BUS 107 INTRODUCTION TO BUSINESS (II, III, IV) 3 Credits
 3 class hours
 General outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls will be emphasized. The legal and regulatory environment in which business operates will be examined.

BUS 153 JC-154 JC MANAGEMENT PRACTICUM/WORK EXPERIENCE () 1 Credit**
 Directed work experience under cooperative business agreements with business in specialized areas. Includes an average of fifteen hours of supervised work experience weekly with a scheduled weekly seminar. (Course limited to majors in the A.S. Degree Mid-Management Program.)

BUS 205 BUSINESS LAW (II, III) 3 Credits
 3 class hours
 Basic collegiate course. Legal discussions and case excerpts illustrate major points of law.

BUS 206 REAL ESTATE (I, II, III, IV) 4 Credits
 4 class hours
 First general course in this field. Basic principles and variations pointed out. Overall view of real estate, property rights in real estate, ownership and leasing, property ownership, financing real estate, real estate brokerage and Florida real estate law.

BUS 207 INSURANCE PRINCIPLES () 3 Credits**
 3 class hours
 A comprehensive coverage of the whole field of insurance dealing with the general problem of risk insurance features common to all fields.

BUS 253 JC-254 JC MANAGEMENT PRACTICUM/WORK EXPERIENCE () 2 Credits**
 Directed work experience under cooperative training agreements with businesses in specialized areas. Includes an average of fifteen hours of supervised work experience weekly with a scheduled weekly seminar. (Course limited to majors in A.S. Degree Mid-Management Program.)

BUS 256 JC MANAGEMENT PRINCIPLES (II, III) 3 Credits
 3 class hours
 Basic management principles and theory, including the history, progress and functions of management. The relation of management principles to operations and the management process in business will be emphasized.

BUS 257 JC MARKETING (II) 3 Credits
 3 class hours
 A study of marketing principles and their relationship to product, price, promotion and distribution. The interrelationship between marketing and other business operations of the firm will be included.

BUS 258 JC PRINCIPLES OF MERCHANDISING (III) 3 Credits
 3 class hours
 A study of the principles and methods of retailing and marketing with emphasis on merchandising as a career.

BUS	259 JC SALESMANSHIP (III) 3 class hours Study and analysis of the fundamental concepts of selling and the role of the salesman in today's economy. Current techniques and vital principles of selling are taught. Opinions of sales executives, excerpts from job manuals, and company materials supplement the textbook.	3 Credits	CSC	155 JC COMPUTER MATHEMATICS (III) 3 class hours. Prerequisite: 2 years of high school Algebra or MTH 106 Review of Basic Algebra; Linear and Quadratic Function; Logarithms; Solutions by Determinants; Matrix Algebra; Linear Programming; Boolean Properties; other computer related areas.	3 Credits
CHM	105 CHEMISTRY (II) 3 class hours, 3 laboratory hours A general introduction to the principles underlying chemistry. Modern theories of atoms and molecules; their structure, properties and interactions including the concepts of energy, kinetics, equilibrium and applications.	4 Credits	CSC	156 INTRODUCTION TO COMPUTER SCIENCE (I, II, III, IV) 4 class hours A general introduction to the concepts, terminology, and procedures of computer usage. Survey of computer devices, their applications and roles in business organizations. A study of flow charting and problem solving techniques. Introduction to FORTRAN language allows students to program typical problems and provides exposure to actual computer operation in an open laboratory.	4 Credits
CHM	211-212 GENERAL CHEMISTRY (211-II, III; 212-III, IV) 3 class hours. 3 laboratory hours Prerequisite: MTH 116-117 or MTH 118 or permission of instructor The behavior of matter including atomic structure, elements and compounds, chemical kinetics, equilibrium, energy relationships, radio-isotopes, and qualitative analysis.	4 Credits	CSC	157 ASSEMBLY LANGUAGE PROGRAMMING (II) 4 class hours Detailed study of Assembly Language Programming including Subroutines and Disk File Programming. Use of IBM conversion routines and input-output subroutines. Class hours include open laboratory use.	4 Credits
CHM	231-232 ORGANIC CHEMISTRY (**) 3 class hours. 4 laboratory hours Prerequisite: CHM 212 or equivalent The structure, synthesis, and reactions of the compounds of carbon, and the physical principles underlying their behavior.	4 Credits	CSC	158 JC DATA PROCESSING CONCEPTS (II, III) 3 class hours Comprehensive examination of data processing concepts and functions, including automated record keeping, historical developments, data representation, computer arithmetic, number systems, file theory, input and output formats. Course provides for developing beginning skills in the use of the keypunch, selected unit record machines and computer operating techniques. Class hours include open laboratory use.	3 Credits
CHM	235 QUANTITATIVE ANALYSIS (**) 2 class hours. 6 laboratory hours Prerequisite: CHM 212 or equivalent. Theoretical principles and laboratory procedures involved in quantitative chemical analysis, both volumetric and gravimetric.	4 Credits			

- CSC 255 JC ADVANCED FORTRAN PROGRAMMING (III, IV)** 4 Credits
4 class hours
Prerequisite: CSC 156 or equivalent
Advanced FORTRAN IV programming. Disk File organization and maintenance. Study of the use of IBM — supplied conversion and usage of subroutines for commercial applications. Hands-on programming experience. Class hours include open laboratory use.
- CSC 256 JC COBOL PROGRAMMING (II)** 3 Credits
3 class hours
Study of ANSI COBOL Programming Language. Emphasis on business applications and solutions using COBOL. Disk programming and Maintenance Functions. Table-handling, report writing, sub-programs. Survey of other languages such as PL1 and basic hands-on programming experiences. Class hours include open laboratory use.
- CSC 257 JC DATA SYSTEMS AND MANAGEMENT (III)** 3 Credits
3 class hours
Prerequisites: CSC 255 JC or CSC 256 JC or permission of instructor
Analysis, design, and control of data systems. Includes documentation, implementation, feedback, personnel, and management. A study of disk and tape file design, organization, and maintenance. Methods of information storage and retrieval, forms design and control, system testing, and security. Survey of data processing positions. Examination of special techniques such as on-line processing, real-time processing, and telecommunications. Special unit on social impact of computers and automation.
- CRJ 105 INTRODUCTION TO LAW ENFORCEMENT (II)** 3 Credits
3 class hours
Philosophical and historical backgrounds of law enforcement. Organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the U.S. Career orientation.

- CRJ 106 POLICE ORGANIZATION AND ADMINISTRATION (III)** 3 Credits
3 class hours
Principles of organization and administration in law enforcement function and activities; planning and research, public relations, personnel and training; inspection and control; policy formation.
- CRJ 107 POLICE ROLE IN CRIME AND DELINQUENCY (IV)** 3 Credits
3 class hours
General orientation to the field of Criminology. Topics covered: development of delinquent and criminal behavior, initial handling and proper referrals; preventive police techniques. Specific police problems such as addicts, the mentally ill, compulsive and habitual offenders are studied. Special attention given to the police handling of juveniles and youths.
- CRJ 108 CRIMINALISTICS (III)** 3 Credits
3 class hours
A study of the basic scientific techniques used in criminal investigation with special emphasis on the role of the evidence technician in solving crimes. While the more comprehensive facilities of a criminalistics laboratory will be explored, the major attention will be focused on the more limited portable devices available to the small law enforcement unit. The pertinent criminal law and Supreme Court interpretations will be covered as background material for the consideration of types of physical evidence.
- CRJ 205 CRIMINAL INVESTIGATION (II)** 3 Credits
3 class hours
Criminal investigation procedures, including theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation.
- CRJ 206 CRIMINAL LAW (II)** 3 Credits
3 class hours
Nature, sources and types of criminal law. Classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses.

CRJ	207 CRIMINAL PROCEDURE AND EVIDENCE (III) 3 class hours Principles, duties, and mechanics of criminal procedure as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence, and weight. Deals with rules of evidence and procedure at the operational level in law enforcement.	3 Credits	ECO	205 ECONOMICS (II, III, IV) 3 class hours Introduction to economic theorizing, accounting, analytical and policy aspects of the national income with emphasis on the theory of income determination; analysis of the money and banking system; survey of growth theory and policies; emphasis will be placed on macro-economics.	3 Credits
ECY	105 ECOLOGY I (II) 3 class hours The student will be acquainted with some of the problems associated with pollution, conservation, and quality of the environment. Emphasis will be placed on sources of the ecological threat, solutions, and techniques for a citizen-action philosophy. The material will be presented at the layman's level.	3 Credits	ECO	206 ECONOMICS (II, III, IV) 3 class hours Theoretical analysis of price determination of the product and factory markets; international trade theory. Emphasis will be placed in microeconomics.	3 Credits
ECY	106 ECOLOGY II (III) 3 class hours A study of how man perceives his environment and how he relates to the earth. Man's behavior and his interrelationship with the environment is studied in terms of individual maladjustment, intergroup tensions, social institutions, and political, economic, technological, belief systems.	3 Credits	EDU	205 INTRODUCTION TO EDUCATION (II, III, IV) 3 class hours The American school system, its historical and traditional influences; significance of education; educational opportunities; educational requirements.	3 Credits
ECO	105 CONSUMER ECONOMICS (**) 3 class hours Economics oriented to the consumer. Emphasis placed on consumer education in fields of personal finance, budgeting, insurance and buymanship.	3 Credits	EET	161 JC ELECTRONICS MATHEMATICS I (II) 3 class hours Basic concepts of arithmetic, algebra, graphs, geometry, trigonometry, tables and interpolation needed in technical programs. Introduction to vectors.	3 Credits
ECO	106 BASIC ECONOMICS (II) 3 class hours A non-technical economic overview of the economy of the United States provided for students who are not business majors or who do not need ECO 205 and 206 for their program.	3 Credits	EET	162 JC ELECTRONICS MATHEMATICS II (III) 3 class hours Derivative and its application, integration and its application, transcendental functions, expansion of function in series, differential equations.	3 Credits
			EET	163 JC CIRCUIT ANALYSIS I (D.C.)(II) 3 class hours. 3 laboratory hours Basic principles of electricity and the applications of fundamental laws to direct current networks. A study of electrical components, magnetism, inductance, capacitance and elementary network analysis. Utilization of modern laboratory equipment for experimental verification and application of basic principles.	4 Credits



- EET 164 JC CIRCUIT ANALYSIS II (A.C.)(III) 4 Credits**
 3 class hours. 3 laboratory hours
 Fundamental principles of alternating current: sinusoidal and non-sinusoidal. A study of impedance, phase shift, coupling networks, transformers, and series and parallel resonance using standard vector notation. Utilization of modern laboratory equipment for experimental verification and application of theory.
- EET 265 JC SEMI CONDUCTORS FUNDAMENTALS (I, IV) 4 Credits**
 3 class hours. 3 laboratory hours
 Prerequisite: EET 162 and EET 164
 The fundamental theory of transistors and other solid-state devices and its verification. Amplifiers, oscillators, and other applications using a sinusoidal wave are analyzed.

- EET 266 JC INDUSTRIAL CONTROL ELECTRONICS (III) 4 Credits**
 3 class hours. 3 laboratory hours
 Prerequisite: EET 162 and EET 164
 The different types of equipment and electrical and electronic circuits that are encountered in the field of industrial control systems are analyzed. Particular emphasis is given to amplifier circuits for pulse and wave shape analysis, especially photosensitive, magnetic and dielectric amplification and control of motors and generators.
- EET 267 JC ELECTRONIC DEVICES (II) 4 Credits**
 3 class hours. 3 laboratory hours
 Prerequisite: EET 162 and EET 164
 Introduction to the theory and use of special electronic devices. The theory of vacuum and gas tube circuits, including analysis and verification in the laboratory of the characteristics of these devices and their application.
- EET 268 JC COMMUNICATIONS (**) 4 Credits**
 3 class hours. 3 laboratory hours
 Prerequisite: EET 162, EET 164, and EET 265
 Continuation of electronic amplifiers covering Class C amplifiers, power amplifiers, oscillators, modulation, and detection circuits. Emphasis on communication systems theory and test method.
- EET 269 JC PULSE AND DIGITAL CIRCUITS (**) 4 Credits**
 3 class hours. 3 laboratory hours
 The course will cover in detail the computer number systems, transistor and diode switching circuits, computer logic circuits, fundamentals of logic design with an introduction to Boolean algebra and the use of block and flow diagrams. Additional topics relating to the computer field will be discussed.

EGR	101 ENGINEERING GRAPHICS I (II, III, IV) 6 class hours Instrument use plus freehand lettering and sketching. Geometric construction application, orthographic projection, isometric and perspective drawing, sectional views, fits and tolerances, symbol and conventions for working drawings, and standard representation for threads and fasteners.	4 Credits
EGR	102 ENGINEERING GRAPHICS II (III) 6 class hours Applications of the principles of orthographic projection to the solution of three-dimensional problems. Space relationship of points, lines and planes with examples in engineering practice.	4 Credits
EGR	105 INTRODUCTION TO ENGINEERING (II, III, IV) 3 class hours Current activities in engineering including training in related fields and functions involved. Fundamental problem-solving methods. Instruction in use of slide rule.	3 Credits
EGR	155 JC SURVEYING (III) 4 class hours Prerequisites: EGR 158 or permission of instructor Lecture and field practice covering use, care, and limitations of various surveying instruments or related equipment. Data taken from transit, rod, tape, differential level, etc., is properly recorded in field notes.	4 Credits
EGR	156 JC TOPOGRAPHICAL DRAWINGS (III) 4 class hours Prerequisites: Permission of instructor Theory and practice in making maps, charts and structural drawings.	4 Credits

EGR	157 JC DRAFTING AND DESIGN (III) 4 class hours Prerequisite: permission of instructor Specialization in mechanical or architectural drafting. Expanded coverage of detail and assembly drawings where handbook data, manufacturer's drawings, catalogs, etc., are used in design work.	4 Credits
EGR	158 JC TECHNICAL MATHEMATICS (II) 4 class hours Prerequisite: Algebra II or permission of instructor Basic College Algebra and Trigonometry with emphasis on applications in technologies.	4 Credits
EGR	255 JC PRESENTATION DRAFTING (II) 4 class hours Specialization in mechanical and architectural drafting.	4 Credits
EGR	256 JC MATERIALS OF INDUSTRY (III) 4 class hours Production, composition and properties of materials used in engineering. Effects of usual processes on and the standardized testing of these materials. Laboratory work supplements classroom study of stress, strain, types of failure and related phenomena.	4 Credits
EGR	257 JC ADVANCED SURVEYING (IV) 4 class hours Prerequisite: EGR 155 JC or permission of instructor A continuation of EGR 155 JC, including hydrographic, topographic, drainage, construction, and route surveys.	4 Credits
EGR	258 JC STATICS AND STRENGTH OF MATERIALS (II) 5 class hours Principles of statics; resultants and equilibrium of coplanar force systems; vectors; trusses containing two force members; friction; centroids. Problems related to stress, factor of safety, strain, modulus of elasticity, beam deflection, and loaded columns.	5 Credits

EGR 259 JC CONSTRUCTION PROCEDURES (II) 4 Credits
 4 class hours
 Plans of homes, small structures, and highways analyzed for purposes of making good estimates on labor, material, and overhead for various phases of construction work including consideration of a time schedule project as required.

ENG 105 COMPOSITION (I, II, III, IV) 3 Credits
 3 class hours
 A course in written communications which endeavors to help the student enjoy and use his language, to teach the student the basic principles of organization, to make the student aware of the various levels of usage, and to enable him to use the proper level for any particular purpose. Tutorial assistance through laboratory experience is provided to those students whose backgrounds or levels of achievement indicate such experience will be beneficial.

ENG 115 TECHNICAL WRITING (I, II, III, **IV)** 3 Credits
 3 class hours
 Emphasis on effective writing of technical reports, business letters and memoranda. English laboratory facilities will be used for tutorial assistance when needed. Does not substitute for ENG 105 for A.A. degree.

ENG 215 ADVANCED COMPOSITION ()** 3 Credits
 3 class hours
Prerequisite: ENG 105
 Writing the formal and informal essay, with emphasis on cultivation of style. Will include reading and analysis of selected essays.

ENG 216 CREATIVE WRITING ()** 3 Credits
 3 class hours
Prerequisite: ENG 105
 Designed to develop and enhance student's ability to use conventional techniques of imaginative writing. Emphasis on creation of character and narrative structure. Intensively critical evaluation of student writing.

FA 110 INTRODUCTION TO FIRE PROTECTION ()** 3 Credits
 3 class hours
 A study of the phenomena and incidents of fire; the principles of fire prevention, suppression, and protection, and review of municipal fire protection ratings and components; survey of professional fire protection career opportunities.

FA 111 FIRE PROTECTION ORGANIZATION AND ADMINISTRATION ()** 3 Credits
 3 class hours
Prerequisite: FA 110
 Principles of organization and administration in fire protection service; the structure and function of battalion and company as components of municipal organization; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records and reports, and public relations.

FA 205 FIRE PREVENTION AND INVESTIGATION ()** 3 Credits
 3 class hours
Prerequisite: FA 111
 A survey of the principles of fire prevention and investigation; a study of fire hazards in various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence.

FA 206 FIRE FIGHTING TACTICS AND STRATEGY I ()** 3 Credits
 3 class hours
Prerequisite: FA 111
 A study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishment; the proper role for and utilization of various fire companies; preplanning fire problems.

FA	207 FIRE FIGHTING TACTICS AND STRATEGY II (**) 3 class hours Prerequisite: FA 206 A study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relation to crises.	3 Credits	GER	101-102 ELEMENTARY GERMAN (101-II; 102-III) 3 class hours. 3 laboratory hours Conversation and grammar with readings and laboratory practice.	4 Credits
FA	221 FIRE CODES AND BUILDING CONSTRUCTION (**) 3 class hours Prerequisite: FA 111 A study of fire codes and standards used in building and transportation; role of the State Fire Marshal; fixed fire protection devices; survey of research and standards development.	3 Credits	GER	211-212 INTERMEDIATE GERMAN (211-II; 212-III) 3 class hours. 3 laboratory hours Prerequisites: GER 101 and 102 Grammar review and vocabulary enrichment. Study of German culture and literature.	4 Credits
FRH	101-102 ELEMENTARY FRENCH (101-II; 102-III) 3 class hours. 3 laboratory hours For beginners or those with one year of high school French. Grammar, syntax, and pronunciation. Laboratory work required.	4 Credits	*GLY	105 PHYSICAL GEOLOGY (II) 3 class hours. 1 scheduled lab hour. 2 hours independent lab study Physical Geology for both science and non-science majors. Includes the study of the earth's structure, three major rock classifications, minerals, and the erosion factors of waters and soils.	4 Credits
FRH	211-212 INTERMEDIATE FRENCH (211-II; 212-III) 3 class hours. 3 laboratory hours Prerequisites: FRH 101 and 102 or two years of high school French Grammar review, composition, and dictation. Vocabulary building. Laboratory work.	4 Credits	GLY	106 HISTORICAL GEOLOGY (III) 3 class hours. 1 scheduled lab hour. 2 hours independent lab study Study of the earth's history through the study of rock layers, the interpretation of fossils, environmental conditions in which fossils existed, the dynamic interactions which brought about changes in earth structure, the interpretation of the historical record and the evolutionary changes occurring among certain marine life, land flora and fauna.	4 Credits
GEO	205 CONSERVATION OF NATURAL RESOURCES (**) 3 class hours A survey of natural and human resources and the utilization of these resources. Conservation in the United States, with particular emphasis on Florida.	3 Credits	HIS	105 HISTORY OF WESTERN CIVILIZATION (TO 1600 A.D.) (II, III, IV) 3 class hours A survey of ancient and medieval civilizations, the Renaissance, the Reformation, and the Age of Absolutism.	3 Credits
			HIS	106 HISTORY OF WESTERN CIVILIZATION (1600 TO PRESENT) (II, III) 3 class hours A survey including the effects of the Industrial Revolution, the development of the modern national state system, imperialism, the two world wars and their effects.	3 Credits

HIS 205 HISTORY OF THE UNITED STATES (TO 1860) (II) 3 Credits
3 class hours
A survey of U.S. history from settlement until the Civil War. Emphasis will be on the development of American social, political, and economic institutions; problems of the new government; Jacksonian Democracy; territorial expansion and the coming of the Civil War.

HIS 206 HISTORY OF THE UNITED STATES (1860 TO PRESENT) (III) 3 Credits
3 class hours
Survey of the Civil War, Reconstruction, and the emergence of the modern United States.

HIS 207 FLORIDA HISTORY ()** 3 Credits
3 class hours
From the age of discovery of Florida to the present day.

HPE 105 INTRODUCTION TO PHYSICAL EDUCATION (II, III) 3 Credits
3 class hours
Specific objective: Cognizance of the educational process of physical education, its interrelationship with the total educational process, its philosophical basis, the history of its development and the methods of management. Primarily for physical education majors and elementary education majors. Discussion of (1) existing confusion as to role, (2) relationship to general education, (3) theory vs. practicality in physical education, (4) existing philosophies.

HPE 155 JC THROUGH 199 JC HEALTH AND PHYSICAL EDUCATION (I, II, III, IV) 2 Credits
2 class hours
Recreational activities in individual and group sports which utilize college and community facilities. Emphasis on good health and safety.

HPE 205 SPORTS OFFICIATING (II) 3 Credits
3 class hours
Techniques and skills for officiating high school and college sports.

HPE 206 PERSONAL AND COMMUNITY HEALTH PROBLEMS ()** 3 Credits
3 class hours
Personal health habits. Application of scientific health facts and principles to better living. Community health program and its problems.

HPE 255 JC THROUGH 279 JC HEALTH AND PHYSICAL EDUCATION ()** 2 Credits
2 class hours
Prerequisite: 100 level sport as appropriate or individual proficiency determined by instructor. Recreational activities in individual sports which utilize college and community facilities.

HSP 155 JC INTRODUCTION TO THE HOSPITALITY INDUSTRY (II) 2 Credits
2 class hours
An introduction to modern hotel/motel/restaurant management. Emphasis on Florida tourism, international tourism, history of hospitality, organization of lodging establishments and the restaurant industry.

HSP 156 JC BASIC FOOD PREPARATION AND PURCHASING (II) 3 Credits
2 class hours. 2 laboratory hours
A lecture-laboratory class in basic food preparation and food purchasing. Kitchen safety, sanitation, receiving, and storing functions also become a part of the course.

HSP 157 JC ADVANCED FOOD PREPARATION AND MENU COSTING/PLANNING (III) 3 Credits
2 class hours. 2 laboratory hours
Volume food preparation, the more exotic uses of food stuffs, organization of the kitchen, gourmet cooking, banquet service, catering, menu-planning and costing.

HSP 158 JC FRONT OFFICE PROCEDURE (III) 3 Credits
3 class hours
An analysis of various hotel/motel front office procedures involved in registering, accounting for, and checking out guests. The student will use the NCR class 5 register and complete hand transcripts (night audit).

HSP	159 ELEMENTS OF NUTRITION (III) 3 class hours Basic elements of nutrition in relation to the normal diet, application to menu making and food preparation. Special emphasis on retention of nutrients and nutritional deficiency diseases.	3 Credits	HSP	258 JC HOSPITALITY MANAGEMENT SEMINAR (III) 3 class hours Motel law, convention planning, and computer program approach to hotel management.	3 Credits
HSP	165 JC INTERNSHIP — HOSPITALITY INDUSTRY (**) 3 class hours On-the-job work experience plus a detailed look into the fundamental accounting methods used in hotel/motel management.	3 Credits	HSP	265 JC INTERNSHIP — HOSPITALITY INDUSTRY (**) 3 class hours On-the-job training centered around supervisory development.	3 Credits
HSP	255 JC ADMINISTRATION HOTEL/MOTEL/RESTAURANT (II) 3 class hours Planning, operating, and management of people in hotels/motels/restaurants/clubs. Guest room facilities, food and beverage facilities, cost estimates, capital requirements, chain operation, advertising, sales promotion, accounting records, site selection, and hotel/motel/restaurant business structures.	3 Credits	HUM	125, 225 HUMANITIES STUDY TOUR (I) Prerequisite: Any Humanities course or permission of instructor Edison Community College sponsored study tour abroad with lectures en route. Research paper required. May be audited with permission of instructor.	3 Credits
HSP	256 JC HOTEL/MOTEL HOUSEKEEPING (II) 3 class hours Basic and advanced housekeeping operating procedures are covered. Budgeting, records, purchasing, interior design and room layout, safety, sanitation, maintenance, controls, detailed maid work schedule, hospital room upkeep, and detailed information on carpeting, flooring, and guest room furnishings.	3 Credits	HUM	205 HUMANITIES IN CONTEMPORARY LIFE (I, II, III, IV) 3 class hours Contemporary ideas in art, music, literature, theatre, philosophy and their impact on modern society. NOT LIMITED TO SOPHOMORES.	3 Credits
HSP	257 JC RESTAURANT FOOD SERVICE (III) 3 class hours Food and beverage management, dining room operations, hostess training, waitress-waiter training, service methods, menu planning, menu pricing, and bar management.	3 Credits	HUM	206 THE HUMANISTIC TRADITION (II, III, IV) 3 class hours Our heritage in Greek, Hebrew, Roman, Renaissance, and Baroque cultures and their relationship to the arts. NOT LIMITED TO SOPHOMORES.	3 Credits
			JOU	105 JOURNALISM (**) 3 class hours Introduction to the profession; historical background; theory and practice of writing news. Work on student publications recommended.	3 Credits
			JOU	106 SURVEY OF MASS COMMUNICATIONS (**) 3 class hours Requirements, opportunities, and responsibilities of various media. Gathering, evaluating and writing news.	3 Credits

LIT 115 INTRODUCTION TO LITERATURE (I, II, III, IV) **3 Credits**
 3 class hours
Prerequisite: ENG 105 or ENG 115 or permission of instructor
 An introduction to some of the basic genres of literature — such as the short story, poetry, drama and novel. Designed to enhance the student's interest in reading for both pleasure and understanding, and to acquaint him with basic literary terminology.

LIT 205 WORLD LITERATURE (II) **3 Credits**
 3 class hours
 Examination of recurrent themes and ideas in the literature of the world from the beginning to the 1700's.

LIT 206 WORLD LITERATURE (III) **3 Credits**
 3 class hours
 Examination of recurrent themes and ideas in the literature of the world from the 1700's to the present.

LIT 215 ENGLISH LITERATURE (II) **3 Credits**
 3 class hours
Prerequisites: ENG 105 and LIT 115 or permission of instructor
 A survey of English authors, literary works, and literary movements from the beginning to the 1700's.

LIT 216 ENGLISH LITERATURE (III) **3 Credits**
 3 class hours
Prerequisites: ENG 105 and LIT 115 or permission of instructor
 A survey of English authors, literary works, and literary movements from the 1700's to the present.

LIT 217 AMERICAN LITERATURE ()** **1-6 Credits**
 1-6 class hours
Prerequisites: ENG 105 and LIT 115 or permission of instructor
 A survey of American authors, literary works, and literary movements from the Colonial Period to the present. Students may take any number of the following 6 modules:
 A. The English Colonies 1588-1765
 B. The New Republic 1765-1829
 C. The American Renaissance 1829-1865
 D. The Rise of Modern America 1865-1914
 E. The USA Between World Wars 1914-1945
 F. The Age of Uncertainties 1945-Present

LIT 218 CONTEMPORARY LITERATURE ()** **3 Credits**
 3 class hours
Prerequisites: ENG 105 and LIT 115 or permission of instructor
 Examination of themes and ideas reflected in the writings of the twentieth century.

MET 205 METEOROLOGY ()** **3 Credits**
 3 class hours
 Basic concepts of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing and fog. Analysis and use of weather data and interpretation of weather maps, reports and forecasts.

MTH 105 GENERAL EDUCATION MATHEMATICS (I, II, III, IV) **3 Credits**
 3 class hours
 Sets, number systems, operations in algebra, ratio and proportion, basic geometry and trigonometry, earning and spending money, managing finances. Provides the necessary mathematical skills for general education.

MTH 106 INTRODUCTORY COLLEGE ALGEBRA (I, II, III, IV) 3 Credits
 3 class hours. 2 laboratory hours
 Designed to help prepare mathematically those students planning to major in the natural sciences, business, social sciences, engineering, or any other area requiring a knowledge of elementary and intermediate algebra. A multi-media instructional approach will be used. Students also have the option to complete the course work using audio-tutorial programmed texts. The student is also expected to review filmstrips and other materials available in the mathematics lab.

MTH 116 COLLEGE ALGEBRA (I, II, III, IV) 3 Credits
 3 class hours
Prerequisites: Plane geometry and 1½ years of high school algebra, MTH 106, or permission of instructor.
 Real numbers, relations and functions, polynomial functions, exponential and logarithmic functions, theory of equations, matrices and determinants, sequences. Contains all of the features of college algebra found in MTH 118, with additional emphasis on applications. (May be taken concurrently with MTH 117.)

MTH 117 TRIGONOMETRY (II, III, IV) 3 Credits
 3 class hours
Prerequisite: MTH 116 or equivalent or permission of instructor
 Real number systems, circular functions, trigonometric functions, inverse relations and functions, trigonometric graphs, solution of triangles, trigonometric equations, polar coordinates, complex numbers. Contains all of the features of trigonometry found in MTH 118, with additional emphasis on applications. (May be taken concurrently with MTH 116.)

MTH 118 INTEGRATED COLLEGE ALGEBRA AND TRIGONOMETRY (II, III) 4 Credits
 4 class hours
Prerequisites: Plane geometry and 2 years of high school algebra, or permission of instructor
 A pre-calculus course for the well-prepared student. A background in advanced high school mathematics is highly desirable. Exponential and logarithmic functions, circular and trigonometric functions, inverse functions, polynomial functions, sequences and limits, elementary matrices and selected topics in analytic geometry.

MTH 205 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS ()** 4 Credits
 4 class hours
Prerequisites: One year of high school algebra plus one year of geometry or their equivalent; or permission of the instructor
 A course for prospective or in-service elementary teachers, devoted to the structure of the real number system. The nature and language of deductive reasoning, elements of set theory, operations with the various number systems, elementary number theory, numeration systems, decimals and real numbers, percentages, ratio, and proportion.

MTH 215 ELEMENTARY STATISTICS (II, III) 3 Credits
 3 class hours
Prerequisite: MTH 106, Algebra II or equivalent, or permission of instructor
 Basic statistical concepts, probability and sampling from the normal distribution, hypothesis testing, the chi square distribution, regression and prediction, measures of correlation and linear regression.

MTH 216 CALCULUS WITH ANALYTIC GEOMETRY I (II, III, IV) 4 Credits
 4 class hours
Prerequisite: MTH 116 and MTH 117 or MTH 118 or permission of the instructor
 Real numbers, functions, limits, analytic geometry; elementary differentiation, integration, and applications. Sequential with MTH 235 and 236.

**MTH 235 CALCULUS WITH ANALYTIC
GEOMETRY II (II, III) 4 Credits**

4 class hours

Prerequisite: MTH 216 with minimum grade of C or consent of instructor

Differentiation and integration of trigonometric, logarithmic and exponential functions, special techniques of integration, polar coordinates, vectors in the plane, and analytic geometry in three dimensional space.

**MTH 236 CALCULUS WITH ANALYTIC
GEOMETRY III (III) 4 Credits**

4 class hours

Prerequisite: MTH 235 with minimum grade of C or consent of instructor

Linear systems and matrices, partial derivatives, multiple integration and line integrals, improper integrals, sequences and infinite series.

**MTH 237 INTRODUCTION TO LINEAR
ALGEBRA (**III) 3 Credits**

3 class hours

Prerequisite: MTH 235 with a minimum grade of C.

Coordinate geometry and vectors in two and three dimensions, linear equations, vector spaces, matrices, and linear mappings.

**MTH 238 INTRODUCTORY NUMERICAL
ANALYSIS (III) 3 Credits**

3 class hours

Prerequisites: MTH 216 and CSC 156 or permission of instructor

Principles of Numerical Analysis covering power series calculation of functions, roots of equations, nonlinear simultaneous equations, matrices and linear simultaneous equations, numerical integration, ordinary differential equations, interpolation, curve fitting and propagation and analysis of errors.



MUS 101-102 MUSIC THEORY (101-II; 102-III) 4 Credits

5 class hours

MUS 151 is recommended concurrently

Integrated study of materials and procedures of music and development of musicianship skills.

**MUS 105 MUSIC HISTORY AND
APPRECIATION (I, II, III) 3 Credits**

3 class hours

Materials, literature, and practices of music, and consideration of its aesthetic purposes and social function. Development of listening skills and criteria of judgment.

MUS 151-152 CLASS PIANO (I, II, III, **IV) 1 Credit**

2 class hours

Elementary instruction in piano; emphasis on music reading, piano techniques, and piano literature.

MUS	153-154 CLASS VOICE (153-II; 154-III) 2 class hours MUS 101 and/or MUS 151 recommended concurrently Fundamentals of singing; emphasis on tone production and diction as applied to vocal literature.	1 Credit	MUS	251-252 CLASS PIANO (**I, II, III, **IV) 2 class hours Prerequisite: MUS 151-152 or permission of instructor Participation and performance in the Fort Myers Symphony Orchestra. Continuation of MUS 151 - 152.	1 Credit
MUS	165, 166, 265, 266 APPLIED MUSIC INSTRUCTION (SPECIFIC INSTRUMENT) (**I, II, III, **IV) Permission of instructor required Individual voice or instrumental instruction may be arranged for students of advanced accomplishments.	1 Credit	MUS	253-254 CLASS VOICE (**) 2 class hours Prerequisite: Mus 153-154 or permission of instructor Continuation of MUS 153-154.	1 Credit
MUS	175, 176, 275, 276 COLLEGE CHOIR (II, III) 3 class hours Study, rehearsal, performance of choral literature, with training in fundamentals of singing. Attention given to general cultural and humanistic consideration.	1 Credit	NSG	155 JC INTRODUCTION TO HEALTH-RELATED FIELDS (II) 3 class hours. 3 laboratory hours Introduction of basic information concerning selected health fields with emphasis on interrelated concepts and techniques, applicable to the contemporary Health Care Delivery System.	4 Credits
MUS	185, 186, 285, 286 INSTRUMENTAL ENSEMBLE (II, III) 2 class hours Permission of instructor required Study and performance of ensemble literature for various small groups.	1 Credit	NSG	161 JC NURSING FUNCTIONS (III) 2 class hours. 6 laboratory hours Prerequisites: NSG 155 JC, ENG 115, and SCI 103 Basic knowledge and skills of technical nursing care are introduced. Included are the beginning skills in interpersonal relationships, nursing activities designed to meet the patient's individual needs. Clinical learning experiences are scheduled.	4 Credits
MUS	187, 188, 287, 288 SYMPHONY ORCHESTRA (II, III) 2 class hours Permission of instructor and chairman, Division of Humanities required. Participation and performance in the Fort Myers Symphony Orchestra.	1 Credit	NSG	162 JC MEDICAL-SURGICAL NURSING I (I) 2 class hours. 6 laboratory hours Prerequisite: NSG 161 JC and SCI 104 Knowledge, techniques, and skills related to the practice of nursing care of patients with simple, medical-surgical problems. Clinical learning experiences are selected to provide the student with opportunity to apply theoretical concepts.	4 Credits
MUS	195, 196, 295, 296 VOCAL ENSEMBLE (II, III) 2 class hours Permission of instructor required Study and performance of ensemble literature for various small groupings.	1 Credit			
MUS	211-212 MUSIC THEORY (211-II; 212-III) 5 class hours Prerequisite: MUS 101-102 or permission of instructor Continuation of MUS 101-102 with keyboard application.	4 Credits			

NSG 255 JC MEDICAL-SURGICAL NURSING
 II (II, III) 4 Credits
 2 class hours. 6 laboratory hours
Prerequisite: NSG 162 JC and BIO 125
 Knowledge, techniques, and skills related to the practice of nursing care of patients with complex medical - surgical problems. Clinical learning experiences are selected to provide the student with an opportunity to apply theoretical concepts.

NSG 256 JC MENTAL HEALTH NURSING
PRACTICE (II, III) 4 Credits
 2 class hours. 6 laboratory hours
Prerequisite: NSG 162 JC
 Basic concepts of personality and behavior that the student may use in all areas of nursing are further developed. Emphasis is placed on the use of "self" in establishing therapeutic interpersonal relationships with others. Clinical learning experiences will be selected to provide opportunities to develop the role of the technical nurse in prevention, maintenance, and restoration of patient's mental health.

NSG 257 JC MATERNITY NURSING (II, III) 4 Credits
 2 class hours. 6 laboratory hours
Prerequisite: NSG 256 JC
 The family unit serves as a framework for the study of the nursing care of mothers during the maternity cycle and of infants during neonatal period. Normal aspects of maternal and infant care stressed. Adaptations will be made to include complications occurring during the maternity cycle. Clinical learning experiences will be planned and selected to further the technical growth and development of the student.

NSG 258 JC NURSING OF CHILDREN (II, III) 4 Credits
 2 class hours. 6 laboratory hours
Prerequisite: NSG 256 JC
 A developmental approach to the study of the child from infancy through adolescence and the effects of illness on the individual and the family. Clinical learning experiences will be planned to further the development of nursing skills and techniques as applied to the nursing of children.

NSG 265 JC PATIENT CARE MANAGEMENT
 (IV) 4 Credits
 2 class hours. 6 laboratory hours
Prerequisite: NSG 258 JC
 Fundamental elements of team leadership are introduced with two areas of emphasis: (1) planning and implementation of nursing care plans for a group of patients and guiding patient care technicians in implementation, and (2) application of problem solving techniques to nursing care problems.

NSG 266 JC NURSING SEMINAR (IV) 4 Credits
 3 class hours. 3 laboratory hours
Prerequisite: NSG 258 JC
 Preparation for the transition from the student nurse role to graduate nurse role is stressed. Emphasis placed on legal, ethical, and professional responsibilities. Complex nursing problems selected by the student will be explored in depth.

PHY 111-112 FUNDAMENTALS OF PHYSICS
 (111-II; 112-III) 4 Credits
 3 class hours. 3 laboratory hours
Prerequisites: MTH 116-117, or MTH 118 or permission of instructor
 Noncalculus introduction to physics; primarily for preprofession and technical students, mechanics, heat, and sound covered the first session; light and electricity, the second session.

PHY 231-232 GENERAL PHYSICS (231-II; 232-III) 4 Credits
 3 class hours. 3 laboratory hours
Prerequisite or corequisite: MTH 216
 A traditional comprehensive course; develops the basic ideas and concepts in physics. PHY 231 includes mechanics, heat, and sound. PHY 232 includes light, electricity, and atomic structure.

PPY 205 FOUNDATIONS OF PHILOSOPHY
 (II, III, IV) 3 Credits
 3 class hours
 The laws of theory and the philosophical method. Selected readings from Socrates to Sartre.

PPY	206 LOGIC; REASONING AND CRITICAL THINKING (II, III) 3 class hours Basic course in methods and principles in development of correct reasoning.	3 Credits	PSY	105 GENERAL PSYCHOLOGY (I, II, III, IV) 3 class hours An examination of the nature, origin, development, and significance of emotional, intellectual, and manual activi- ties; insight into the general principles underlying human behavior. Personal applications of psychological principles.	3 Credits
PPY	207 ETHICS (III) 3 class hours A basic course in philosophical thinking about morality, moral problems, and moral judgments.	3 Credits			
POL	205 AMERICAN NATIONAL GOVERNMENT (II, III) 3 class hours The national government within the American federal sys- tem. Functions, processes, and contemporary problems of American political systems. Political parties, pressure groups, elections, Congress, the Presidency, and the Su- preme Court.	3 Credits	PSY	215 CHILD PSYCHOLOGY (II, IV) 3 class hours Prerequisite: PSY 105 A study of the developmental processes of the childhood period.	3 Credits
POL	206 AMERICAN STATE AND LOCAL POLITICS (II, III) 1-3 class hours Emphasizes practical politics and functional government. Critical analysis of state and community political systems and processes. Uses community as laboratory. Contacts with state/local officials. Internships encouraged and credit for practical experience allowed when approved by instruc- tor. Students enrolls for any number of the following 3 modules A. State Politics B. Community Politics C. Intergovernmental Relations	1-3 Credits	PSY	216 ADOLESCENT PSYCHOLOGY (I, III) 3 class hours Prerequisite: PSY 105 Emphasis on the developmental tasks and psychological problems of the adolescent.	3 Credits
			PSY	217 EDUCATIONAL PSYCHOLOGY (II, III, IV) 3 class hours Prerequisite: PSY 105 The psychology of learning. The relationship of learning principles to teaching practices.	3 Credits
POL	208 INTERNATIONAL RELATIONS (III) 3 class hours The interactions of nation states in terms of political, eco- nomic, psychological, and cultural factors; power, morality, and law among states. Conflict and cooperation in the pur- suit of national interests. International political systems and their functions.	3 Credits	PSY	218 SOCIAL PSYCHOLOGY (III) 3 class hours Prerequisite: PSY 105 or SOC 107 Combines a knowledge of psychology and sociology, and is an interdisciplinary approach to the study of human interaction. Its main theme deals with cognition, motiva- tion, interpersonal response traits, attitudes, language and meaning, and groups.	3 Credits

PSY 255 HUMAN BEHAVIOR IN ORGANIZATIONS (III) 3 Credits
3 class hours

Application of psychological principles in industry and business. A study of the principles of leadership and the role of the individual toward those under his authority. Covers the techniques of good working relationships, and the importance of the working environment to productivity.

PSY 256 JC PSYCHOLOGY FOR NURSING (**) 3 Credits
3 class hours

The effect of disease, drugs, hospital confinement, etc., on the psychological well-being of patients. Techniques for handling these effects will be studied.

RTV 205 INTRODUCTION TO BROADCASTING (II, III) 3 Credits
3 class hours

Basic elements of radio and television broadcasting. The process of broadcast communications and its social, economic, and physical bases; careers; programming trends and future developments in broadcasting.

REA 105 COLLEGE READING SKILLS (I, II, III, IV) 1-3 Credits
3 class hours. 1 laboratory hour

Students programmed according to level of proficiency. Emphasis on comprehension, rate, vocabulary, and critical reading.

SCI 103-104 ANATOMY AND PHYSIOLOGY (103-II; 104-III) 4 Credits
3 class hours. 3 laboratory hours

Prerequisite: High school biology or BIO 105 or 106
A basic course with special emphasis on the chemical and physical phenomena of the human organism. Stress will be placed on anatomical and physiological relationships, primarily for students in health related programs.

SCI 105 FRONTIERS OF SCIENCE (II, IV) 4 Credits
3 class hours. 1 scheduled lab hour. 2 hours independent lab study

The advance of science into the future as developed from geology, oceanography, space science, and electronics. Recommended as a general education course for non-science majors. Includes audio-visual and "hands-on" experiences.

SCI 106 FRONTIERS OF SCIENCE (III) 4 Credits
3 class hours. 1 scheduled lab hour. 2 hours independent lab study

Advances in science in the fields of nuclear energy, chemistry, and environmental biology. The relationships of science to other fields of knowledge and to society. Recommended as a general education course for non-science majors. Includes audio-visual and "hands-on" experiences.

SDS 090 STUDENT DYNAMICS SEMINAR (I, II, III, IV) 0 Credits
2 class hours

This course is not designed as a transfer course.
Small group seminar with the behavioral objectives of increasing motivation, self-determination, and affirmation of self-worth; interpersonal relationships and life goals planning emphasized. Required of students on academic warning with 24 hours credit or more.

SEC 101 BEGINNING TYPING (II) 3 Credits
3 class hours

Introduction to typewriter keyboard and machine parts with emphasis on touch typing. Development of manipulative skills necessary in tabulation and vertical and horizontal centering. Basic production problems including simple communications, reports, and tabulations. Speed development from 30-45 WPM.

SEC	102 INTERMEDIATE TYPING (III) 3 class hours Prerequisite: SEC 101 or equivalent proficiency Application of manipulative typing skills to business typing problems and skill building drills. Speed development from 35-50 WPM. Mailable production drills including business letters, other communication forms, manuscripts, reports, and tabulations.	3 Credits	SEC	211 SHORTHAND III (II) 3 class hours Prerequisites: SEC 104 and SEC 102 or equivalent proficiency Emphasis on mailable transcription. Development of dictation speeds from 80-100 WPM.	3 Credits
SEC	103 SHORTHAND I (II) 5 class hours Prerequisite: SEC 101 or equivalent proficiency (may be taken concurrently) A basic course in Gregg shorthand theory. Development of shorthand reading, writing, and basic transcription skills. Dictation speeds from 40-60 WPM.	3 Credits	SEC	215 ADVANCED TYPING (II) 3 class hours Prerequisite: SEC 102 or equivalent proficiency Application of previously learned typing skills and knowledge to office style typing problems with emphasis on mailable production. Speed equivalent from 40-55 WPM.	3 Credits
SEC	104 SHORTHAND II (III) 3 class hours Prerequisite: SEC 101 and SEC 103 or equivalent proficiency Application of shorthand theory and basic reading, writing and transcription skills to dictation speeds from 60-80 WPM. Introduction to mailable transcription.	3 Credits	SEC	216 OFFICE PRACTICE (IV) 3 class hours Prerequisite: SEC 102 or equivalent proficiency Development of attitudes and work habits necessary to the successful completion of various office routines. Alphabetic, numeric, geographic, and subject filing procedures.	3 Credits
SEC	105 BUSINESS COMMUNICATIONS (IV) 3 class hours Prerequisite: SEC 101 Composing and typing business correspondence including various types of business letters, memoranda, telegrams, reports, and minutes.	3 Credits	SEC	232 SHORTHAND IV (III) 3 class hours Prerequisites: SEC 211 and SEC 215 Development of dictation speeds from 100-120 WPM. Mailable transcription from office-style dictation.	3 Credits
SEC	115 OFFICE MACHINES (III) 3 class hours Prerequisite: SEC 101 or equivalent proficiency Operation of calculating machines including ten-key and full keyboard add-list machines, electronic calculator, and rotary calculator. Spirit and stencil duplication. Machine transcription.	3 Credits	SEC	235 JC MEDICAL TERMINOLOGY, TRANSCRIPTION, AND PROCEDURES (III) 3 class hours Prerequisites: SEC 215 and SEC 211 (or concurrently) Specialized terminology, shorthand dictation and transcription, and typing forms peculiar to a medical office or hospital.	3 Credits
			SEC	236 JC LEGAL TERMINOLOGY, TRANSCRIPTION, AND PROCEDURES (III) 3 class hours Prerequisites: SEC 215 and SEC 211 (or concurrently) Specialized terminology, shorthand dictation and transcription, and typing forms peculiar to a legal office.	3 Credits

SEC 237 JC EXECUTIVE TERMINOLOGY, TRANSCRIPTION, AND PROCEDURES (III) 3 Credits
3 class hours
Prerequisites: SEC 215 and SEC 211 (or concurrently)
Specialized terminology, shorthand dictation and transcription, and typing forms peculiar to an executive office.

SOC 106 PERSONAL AND SOCIAL ADJUSTMENT (II, III, IV) 3 Credits
3 class hours
Application of psychology, philosophy, and sociology to success. How to study, vocational choice, philosophy of life, general life adjustment and self analysis.

SOC 107 INTRODUCTION TO SOCIOLOGY (I, II, III, IV) 3 Credits
3 class hours
Changing social norms, mores, and folkways, with emphasis on sociological approaches, definitions, and conclusions.

SOC 205 MARRIAGE AND THE FAMILY (II, III) 3 Credits
3 class hours
A psychological and sociological study of the development of personality in relation to success in marriage. The family as an institution. Dating, the engagement period, and the early years of marriage. Self-evaluations.

SPE 105 FUNDAMENTALS OF SPEECH COMMUNICATIONS (I, II, III, IV) 3 Credits
3 class hours
Principles and practices in basic speech communications with emphasis on student participation in a variety of speaking-listening experiences common to everyday situations. Techniques of speech preparation, content, presentation, and listening evaluation are taught with the aid and use of audio-visual equipment, all designed to increase student understanding of the interactive nature of oral communication.

SPH 101-102 BEGINNING SPANISH (101-II, III; 102-III) 4 Credits
3 class hours. 3 laboratory hours
For beginners or those with one year high school Spanish. Training in linguistic skills through typical dialog, pattern drills, and laboratory exercises.

SPH 103-104 SPANISH CONVERSATION ()** 3 Credits
3 class hours
Beginning conversation class. Vocabulary presented that would benefit those dealing with Spanish-speaking people.

SPH 211-212 INTERMEDIATE SPANISH (211-II; 212-III) 4 Credits
3 class hours. 3 laboratory hours
Prerequisites: SPH 101 and 102 or two years high school Spanish
Further training in linguistic skill with more writing; reading of literary works.

SPH 215 ADVANCED CONVERSATION AND COMPOSITION ()** 3 Credits
3 class hours
Prerequisites: SPH 101-102 or equivalent
Brief grammar review. Emphasis on fluency and clarity of expression. Conducted entirely in Spanish. May be taken concurrently with SPH 211 or 212.

SPH 236 ADVANCED READINGS ()** 3 Credits
3 class hours
Prerequisites: SPH 211-212 or permission of instructor
Cultural literacy and contemporary readings selected from major writings in the Spanish language.

SSC 105 CONTEMPORARY ISSUES IN AMERICAN SOCIETY (II, III) 1-3 Credits
1-3 class hours
Discussion of contemporary issues in American society from historical, psychological, political, economic, anthropological, and sociological viewpoints.

- SSC 107 THE BLACK EXPERIENCE IN AMERICA (III) 3 Credits
3 class hours
An overview of the black experience in America with special emphasis on the impact of historical events on the black personality. Also emphasized is the impact of the black experience on the total American culture. The course is designed to examine questions of both blacks and whites and improve black-white relationships through understanding.
- TAR 101-102 ACTING I-II (II, III, **I) 3 Credits
3 class hours
Principles and techniques of acting with production of selected scenes.
- TAR 105 THEATRE HISTORY AND APPRECIATION (II, III) 3 Credits
3 class hours
A study of the development and unique quality of theatre as an art form. The analysis of some outstanding examples of dramatic literature.
- TAR 115 ORAL INTERPRETATION OF LITERATURE (**) 3 Credits
3 class hours
Prerequisite or corequisite: SPE 105
Basic techniques of oral interpretation with emphasis on content analysis and vocal skills, with the aim of developing proficiency in understanding and oral communications.
- TAR 165, 166, 265, 266 THEATRE PERFORMANCE AND PRODUCTION (II, III) 1 Credit
3 class hours
Rehearsal and performance in a major college production. Open auditions.
- TAR 201-202 ACTING III-IV (II, III, **I) 3 Credits
3 class hours
Continuation of TAR 101-102 to include problems of lighting, staging, and directing and advanced acting techniques.

- TAR 206 SURVEY OF CHILDREN'S THEATRE (**) 3 Credits
3 class hours
Creative dramatics, techniques and materials of plays for and with children.
- ZOO 215 ANIMAL ECOLOGY (**) 4 Credits
3 class hours. 1 scheduled lab hour. 2 hours independent lab study
Prerequisite: High school or college biology or chemistry
Lecture, laboratory, and field experience in the morphology, physiology, development, genetics, and systematics of vertebrate and invertebrate animals and their environmental relationships.



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